



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, September 26, 2022 @ 7:00 PM
ATB Financial Boardroom

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 September 26th, 2022	
Be it resolved that the September 26th, 2022 Regular Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 August 15th, 2022	5 - 9
Be it resolved that the August 15th, 2022 Regular Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARING	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	10
Be it resolved that the Public Works Foreman Report be received as information.	
6.2 Regional Water Operator Report	11
Be it resolved that the Regional Water Operator Report be received as information.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Drug and Alcohol Policy SA 28	12 - 15
Be it resolved that the Impairment Policy SA 28 be approved as presented.	
7.2 Roadway Signage Inspection Policy PW 05	16 - 18
Be it resolved that the Roadway Signage Inspection Policy PW 05 be rescinded.	

7.3	Traffic Control Device Placement Policy PW 06	19 - 22
	Be it resolved that the Traffic Control Device Placement Policy PW 06 be approved as presented.	
7.4	Service Line Warranties of Canada Partnership	23 - 26
	Be it resolved that the Village of Marwayne partner with Service Line Warranties of Canada.	
7.5	Letter of Request for Utility Bylaw No. 543-15 Exemption	27 - 42
	Be it resolved that the Letter of Request for an exemption to the Utility Bylaw 543-15 from Jillian Huff be received as information.	
8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1	By-Election	43
	Be it resolved that the Village of Marwayne hold a by-election on Monday December 12th, 2022.	
9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Sale of Soil, Sand and Gravel Policy PW 02	44 - 46
	Be it resolved that the Sale of Soil, Sand and Gravel Policy PW 02 be approved as presented.	
9.2	Sidewalk, Trail and Curb/Gutter Inspection Policy PW 04	47 - 49
	Be it resolved that the Sidewalk, Trail and Curb/Gutter Inspection Policy PW 04 be approved as presented.	
10	ADMINISTRATIVE REPORTS	
10.1	Councillor Reports	50 - 71
	Be it resolved that the following Councillor Reports be received as information:	
	<ul style="list-style-type: none"> • Vermilion River Regional Waste Management Services Commission Meeting Minutes • Northern Lights Library System Weekly Report and Meeting Minutes • Lloydminster Regional Housing Meeting Minutes 	
10.2	Chief Administrative Officer Report	72
	Be it resolved that the Chief Administrative Officer Report be received as information.	

11	FINANCIAL	
11.1	Monthly Financial Report	73 - 74
	Be it resolved that the August 2022 Monthly Financial Report be received as information.	
11.2	Cheque Distribution Report	75 - 76
	Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.	
11.3	Bank Reconciliation Report	77
	Be it resolved that the August 2022 Bank Reconciliation Report be received as information.	
11.4	Monthly Utility Bill Report	78
	Be it resolved that the August 2022 Monthly Utility Bill Report be received as information.	
12	CORRESPONDENCE	
12.1	Health Minister Tour - What We Heard Document	79 - 84
12.2	Victim Services Redesign Letter from the Town of Tofield	85 - 86
12.3	Letter from the RCMP Commanding Officer	87 - 88
12.4	2022 Northern Lights Library System Requisition and Letter of Support	89 - 94
12.5	Alberta Provincial Police Service Deployment Model	95 - 105
12.6	Letter from Lac La Biche	106 - 108
	Be it resolved that the correspondence be received as information.	
13	CONFIDENTIAL	
13.1	FOIP Section 17 (1) - Advice from Officials - Utility Bylaw Exemption & Tax Recovery	
14	NEXT MEETING	

14.1 October 17th, 2022

15 ADJOURNMENT



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday August 15th, 2022
Commencing at 7:00 PM in the ATB Financial Boardroom

PRESENT

Mayor Chris Neureuter
Councillors Morgan Wood, Rod McDonald, Ashley Rainey and Cheryle Eikeland
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Neureuter called the August 15th, 2022 Village of Marwayne Council Meeting to order at 7:01 p.m. with all members in attendance except Councillor M. Wood.

2. ADOPTION OF AGENDA

August 15th, 2022 Council Meeting Agenda

2022-08-01

Moved By Councillor C. Eikeland

Be it resolved that the August 15th, 2022 Village Council Meeting Agenda be approved with the following additions as presented:

- **7:00 p.m. Delegation with Jocelyn Lanovaz – Alberta Municipalities Director for Villages East**

CARRIED

3. ADOPTION OF MINUTES

July 18th, 2022 Council Meeting Minutes

2022-08-02

Moved By Deputy Mayor R. McDonald

Be it resolved that the July 18th, 2022 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

Councillor M. Wood joined the August 15th, 2022 Regular Village Council Meeting at 7:07 p.m.

4. DELEGATIONS/PUBLIC HEARINGS

7:00PM Jocelyn Lanovaz from Alberta Municipalities

J. Lanovaz joined the August 15th, 2022 Regular Council Meeting to discuss initiatives that could be brought forward to Alberta Municipalities from the Village of Marwayne.

2022-08-03

Moved By Deputy Mayor R. McDonald

Be it resolved that the Village of Marwayne receive the information and discussion from Jocelyn Lanovaz as information.

CARRIED



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

7:30PM Sergeant Corey Buckingham from the Kitscoty RCMP

Sgt. C. Buckingham joined the August 15th, 2022 Regular Council Meeting to present the 2022 Quarter 2 Policing Statistics.

2022-08-04

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne receive the 2022 Quarter 2 Policing Statistics as information.

CARRIED

5. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Regional Water Operator Report

2022-08-05

Moved By Councillor M. Wood

Be it resolved that the Regional Water Operator Report be received as information.

CARRIED

6. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Council Composition Bylaw No. 591-22

2022-08-06

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 591-22, being a bylaw to change the composition of Council.

CARRIED

2022-08-07

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne give second reading to Bylaw No. 591-22, being a bylaw to change the composition of Council.

CARRIED

2022-08-08

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 591-22, being a bylaw to change the composition of Council.

CARRIED

2022-08-09

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 591-22, being a bylaw to change the composition of Council.

CARRIED



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

Council Meeting Frequency

2022-08-10

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne change the frequency of Council Meetings from two (2) meetings per month to one (1) meeting per month effective September 2022, occurring on the third Monday respectively.

CARRIED

7. ADMINISTRATIVE REPORTS

Councillor Reports

2022-08-11

Moved By Councillor A. Rainey

Be it resolved that the Councillor Reports be received as information.

CARRIED

Chief Administrative Officer Report

2022-08-12

Moved By Deputy Mayor R. McDonald

Be it resolved that the Chief Administrative Officer Report be received as information.

CARRIED

2022-08-13

Moved By Deputy Mayor R. McDonald

Be it resolved that Village of Marwayne approve the attendance of two (2) Councillors at the 2022 Alberta Municipalities Conference in Calgary.

CARRIED

8. FINANCIAL

Cheque Distribution Report

2022-08-14

Moved By Councillor A. Rainey

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000 but within budget be received as information.

CARRIED

Bank Reconciliation Report

2022-08-15

Moved By Councillor M. Wood

Be it resolved that the July 2022 Bank Reconciliation Report be received as information.

CARRIED



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

Monthly Utility Bill Report

2022-08-16

Moved By Councillor A. Rainey

Be it resolved that the July 2022 Utility Bill Report be received as information.

CARRIED

Purchase of 2009 Chevrolet

2022-08-17

Moved By Deputy Mayor R. McDonald

Be it resolved that the purchase of a 2009 Chevrolet Silverado 1500 in the amount of \$14,000 be approved as presented.

CARRIED

9. CORRESPONDENCE

Letter to Minister Shandro, Letter from Alverta Municipal Affairs & Provincial Health Tour Presentation

2022-08-18

Moved By Councillor A. Rainey

Be it resolved that the letters addressed to the Village of Marwayne be received as information.

CARRIED

10. CLOSED SESSION

2022-08-19

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne move to a closed session at 8:51 p.m. with all members in attendance.

CARRIED

FOIP Section 17 (1) – Advice from Officials – Tax Arrears Agreement

2022-08-20

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne revert to an open session at 9:08 p.m. with all members in attendance.

CARRIED

2022-08-21

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne send a letter to the Minister of Municipal Affairs requesting an exemption to hold a by-election.

CARRIED



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

11. ADJOURNMENT

Being that the August 15th, 2022 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 9:10 p.m.

Approved this 26th day of September 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO



AUGUST 2021 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	done	
Sidewalk – Complete Inspection Report	done	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	yes	
Playground Inspection & Rototill if Necessary	done	
“Dipping” Water Wells (Pumping & Non Pumping)		
Lagoon Inspection & Rotation/ <u>Mowed and</u> Whipper Snipped/Cattails Removed/Check Valves & Sludge Buildup	done.	
Special Project (Clean-up URE Land Site)		
Water Trees/Weed/Cultivate	good	
Hazard Assessment & Risk Management	yes	
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	good	
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	good	

Submitted by: W.D.

Date: _____



Village of Marwayne
Box 113, 210 2nd Ave N
Marwayne, AB T0B 2X0

780-847-3962 P
780-847-3324 F
marwayne@mcsnet.ca

marwayne.ca

Regional Operator report August 2022

Common information:

Monthly reports up to date.

A few problems with the water op cell phone. Nothing serious so far.

Marwayne operator training is going well, Kitscoty has begun some operator online training.

Regional operator took one day bereavement leave on August 9th.

Some internet problems still happening.

Regional operator took one hour sick time on August 10th for Physio.

Assisted with mower and equipment issues in Kitscoty.

Truck brake work completed at Ken's Auto seems fine now.

Outstanding items:

Review Drinking water safety plans must be done this year.

Review SOP's. Need to be updated for distribution only.

Marwayne lift station pump was installed second pump shipped away for assessment.

Kitscoty is looking into server changes and internet upgrades.

One more CC to repair in Kitscoty with hydro vac after we remove portion of sidewalk.

Marwayne:

Data for July 2022 was electronically submitted on AEP site.

The new pump for the West lift station is installed and we have a letter extending the warranty.

Shipped old pump back with Xylem for assessment, repair estimate \$4300, new replacement \$9600.

Consumption remains low, minimum nighttime consumption down to 10 lpm at times.

One service on 3rd Ave and one on 3rd street have leaks on home owner's side and are turned off right now.

A couple of problem valves need some attention.

Bulk water fill system installed now. Header repairs have been completed with no problems so far.

Operator training is going well. Could do daily rounds with little or no supervision.

Internet problems still occurring on an intermittent basis.

Spent some time on the radar traffic unit, bypassed the logger and seems to be working again.

Called in a contravention of our water approval due to THM test exceeding the MAC.

Working with AEP.



POLICY – SA 28 IMPAIREMENT

APPROVAL DATE:	2022-09-26	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2027

POLICY STATEMENT

To establish the rules and processes governing the use of drugs and/or alcohol while employed by the Village of Marwayne.

BACKGROUND

The Village of Marwayne is committed health and safety in the workplace. Impairment has multiple causes ranging from substance use, fatigue, medical conditions, medications, psychological factors, etc. that may affect a workers ability to safely perform their assigned duties. Impairment that creates a health and safety risk to the Employee or anyone else in the workplace must be identified and controlled.

OBJECTIVE

To ensure that Village of Marwayne Employees are fit for work and not impaired by the use of drugs and/or alcohol.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Fit for Duty means that an Employee is not impaired when reporting to work or during working hours.

Impaired/Impairment means the state of being impaired resulting from, but not limited to, substance use, drugs, alcohol, fatigue, medical conditions, medications, and/or psychological factors.

Village is the Village of Marwayne in the Province of Alberta.

Working Hours means regular business hours, overtime hours and on-call hours while employed and on-shift performing an Employee's assigned duties for the Village of Marwayne.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- All individuals employed by the Village of Marwayne are expected to be fit for duty when reporting to work as well as during work hours so as to be able to perform their assigned duties safely.
- Under the Alberta Occupational Health and Safety Act, all Employees must take reasonable care to protect the health and safety of themselves and of others at or in the vicinity of the work site while the Employee is working.
- The Village of Marwayne requires Employees to refrain from performing their assigned work duties and/or report or disclose to their supervisor when there is a risk of impairment that may adversely affect the health



and/or safety of themselves, their fellow Employees or any other persons at or in the vicinity of the work site.

- The Village of Marwayne requires Employees to report and/or disclose if they suspect a fellow Employee or any other person at or in the vicinity of the work site may be impaired or if they become aware of an unsafe work situation.
- If a supervisor and/or the Chief Administrative Officer becomes aware of an Employee or any other persons at or in the vicinity of the work site, the supervisor and/or the Chief Administrative Officer shall take action and handle the situation promptly.
- Employees involved in an incident during working hours may be required to provide proof that they were not impaired at the time of the incident through the provision of a drug and/or alcohol screen. The screen must be conducted by a third-party company with the results becoming the immediate property of the Village of Marwayne. The Village of Marwayne shall advise the Employee of the drug and/or alcohol screen results and a copy will be placed in the Employee’s personnel file, in conjunction with the incident reporting form.
- The Village of Marwayne reserves the right to carry out disciplinary action, up to and including termination, should an Employee not be fit for duty when reporting to work or during working hours.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



EXEMPTIONS

If an Employee requires resources and/or treatment for substance abuse, the Village of Marwayne shall ensure that the necessary information is provided to the Employee as is required under the Alberta Occupational Health and Safety Act.

Policy No. PW 05 Issue No. 1 Adopted by CAO on September 19, 2017 Review:	Village of Marwayne Roadway Sign Inspection and Maintenance Procedures
---	--

Purpose The Purpose of this policy is to confirm and formalize public works inspection, inventory and maintenance procedures with respect to village roadway signs and to balance maximum sign effectiveness, public safety, and aesthetic performance with fiscal responsibility.

Reference: current "Traffic Control Devices" PW06 in Procedure

1. Authority for Placement of Traffic Control Devices
Traffic control devices will be approved and erected by direction from Council.

4. Review and Upgrading of Traffic Control Devices
The Village is beginning to gather data in 2016 with the speed traffic board which will allow the Village to assess the adequacy of existing traffic control devices or the need for upgrading based on volumes, speed and site conditions.

5. Records of Traffic Control Devices
CAO will maintain a record of all traffic control signs throughout the Village.

Procedures:

DEFINITIONS:

- There are three (3) different types of roadway signs based on priority. These are:
- ◆ Priority One: 3 Stop signs going onto Highway 897 at the corners of Railway Avenue, 2nd St. S, 3rd St. S
 - ◆ Priority Two: all other regulatory and information signs
 - ◆ Priority Three: 5 promotional signs (Welcome to Marwayne etc)

MAINTENANCE:

- To ensure that required traffic control devices (i.e. signs) are in place as required:
1. Public Works will inspect the Priority One signs every fourteen (14) days, and document in their daily work book the time and date of the inspection. The Annual inspection/inventory will be documented on the attached schedule.
 2. Public Works will inspect Priority Two and Three annually. The annual inspection/inventory documented on the attached schedule.

INSPECTION AND INVENTORY:

An inventory of all signs will be maintained by village public works with administrative support from Assistant Administrator, which will include a history of inspection and condition of the signs. All signs will be inspected annually.

Sign inspections will confirm that the sign is in place and will document the appearance, condition and reflectivity of the sign as well as visibility of the sign with regard to obstructions (i.e. trees that have grown in front of signs.)

OTHER INSPECTIONS:

Public Concerns: In addition to formal inspections, citizen concerns related to village roadway signs will be documented and directed to the public works foreman. Safety related concerns would be investigated promptly. All concerns will be investigated in a timely manner as manpower and workload permit.

SIGN CONDITIONS:

Signs are rated on appearance, condition and reflectivity, and placed into one of the following 4 levels:

1. Level One - New
2. Level Two - Starting to fade and noticeable color change
3. Level Three - Very noticeable fading and color change, or minor damage
4. Level Four - Badly faded and color almost gone, or damaged severely

ACTION:

Priority One Signs: If signs are improperly oriented or missing, resources will be deployed as soon as practicable after becoming aware.

When signs reach Level Two, they are may be replaced as workload and budget restraints warrant. If there is a safety issue, then at the discretion of the public works foreman or his designate, the sign will be replaced as soon as is reasonable, based on availability of work force.

Priority Two Signs: When signs reach Level three, they may be replaced as workload and budget restraints warrant. If there is a safety issue, then at the discretion of the public works foreman or his designate, the sign will be replaced as soon as is reasonable, based on availability of work force.

Priority Three Signs: Yearly the 3 wooden signs need a special coating to protect the paint.

VISIBILITY OF SIGNS:

When the visibility of a sign is found to be impaired by other signs, trees, shrubs, etc. so that the effectiveness of the sign is significantly reduced, the public works foreman or designate will bring the sign back to a functional level, as manpower and workload permit.

In the event of private trees obstructing roadway signs, the CAO will be notified to deal with the situation in accordance with the current community standards bylaw.

Rate as:

1. clear
2. acceptable
3. poor or no visibility

INTERPRETATION:

The Village of Marwayne acknowledges that all signs cannot be maintained in perfect condition due to fiscal and practical constraints. The timing of maintenance and inspection will be planned within the scope of this study at the discretion of the CAO within the scope of current operating budget, to balance safety and appearance.



POLICY – PW 06 TRAFFIC CONTROL DEVICE PLACEMENT

APPROVAL DATE:	2015-10-6	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-09-26	REVIEW DATE:	2027

POLICY STATEMENT

To establish the criteria by which the Village of Marwayne shall consider when determining the placement of traffic control devices to regulate, warn and guide vehicular and pedestrian traffic.

BACKGROUND

The Manual of Uniform Traffic Control Devices for Canada published by the Transportation Association of Canada is the principle guiding reference for installing traffic control devices.

OBJECTIVE

To set the standard by which the Village of Marwayne shall regular, warn and guide vehicular and pedestrian traffic as a means of safeguarding the community and promoting the adherence to posted speed limits and crosswalks.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Council are the Councillors for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Traffic Control Device means a sign, signal, pavement marking or other device, placed upon, over or adjacent to the road by a public authority or official having jurisdiction.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- The Village of Marwayne classifies our roadway network as follows:
 - Highways
 - Highway 897
 - Arterial
 - Centre Street
 - Railway Avenue North/South
 - Collector
 - 1st Street North
 - 1st Avenue North
 - 1st Avenue South
 - 2nd Street South
 - 2nd Avenue North
 - 3rd Street North
 - 4th Avenue North
 - 5th Avenue North
 - Urban Local
 - All remaining streets and avenues
 - Rural Local
 - 5th Street South (also known as Township Road 524)



- The Village of Marwayne shall place Traffic Control Devices as a means of:
 - Fulfilling a need;
 - Commanding attention;
 - Speed reduction;
 - Temporary road conditions;
 - Alerting of road construction projects;
 - Conveying a clear, simple message;
 - Commanding respect from vehicular and/or pedestrian traffic; and/or
 - Giving vehicular and/or traffic adequate time to respond to a change of road conditions, speed limit, etc.
- Traffic Control Devices are installed when warranted, as determined through a review of industry standards, guidelines and best practices by the Village of Marwayne.
- The Village of Marwayne reserves the right to change posted speed limits within the Village limits while using or after using strategic Traffic Control Device placement.
- The Chief Administrative Officer, in conjunction with Public Works Employees, shall determine the use and placement of Traffic Control Devices within the Village of Marwayne.
- Requests for the placement of Traffic Control Devices may be made by Council and/or the general public and will be evaluated on a case by case, and as needed basis.
- When a Traffic Control Device is no longer fulfilling the need it was originally intended to fulfil, it shall be removed accordingly.
- The Traffic Control Device may be shared with the Village of Kitscoty, upon request, so long as it is not currently being utilized for any purpose within the Village of Marwayne.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

The Council for the Village of Marwayne may request, at any time, that Traffic Control Devices be placed in a particular area within the community. These requests shall be recorded by the Chief Administrative Officer within the Council Meeting Minutes.



RECEIVED

SEP 21 2022

SHANNON HARROWER
CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF MARWAYNE-AB
PO BOX 113
MARWAYNE AB T0B 2X0
CANADA

September 6, 2022

Dear Shannon,

I'm reaching out to share some exciting news. The Town of Bashaw is the first Alberta municipality to offer optional repair service plans from Service Line Warranties of Canada (SLWC), an approved supplier of the Rural Municipalities of Alberta (RMA). Town officials decided to implement this program to protect homeowners from the expense and inconvenience of a water or sewer line failure.

With the economic challenges currently being faced by consumers across Canada, it is more important than ever that municipalities have solutions to ensure the safety and livability of citizens' homes and help residents avoid unexpected household repair expenses.

Offered at no cost to municipalities, the SLWC program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

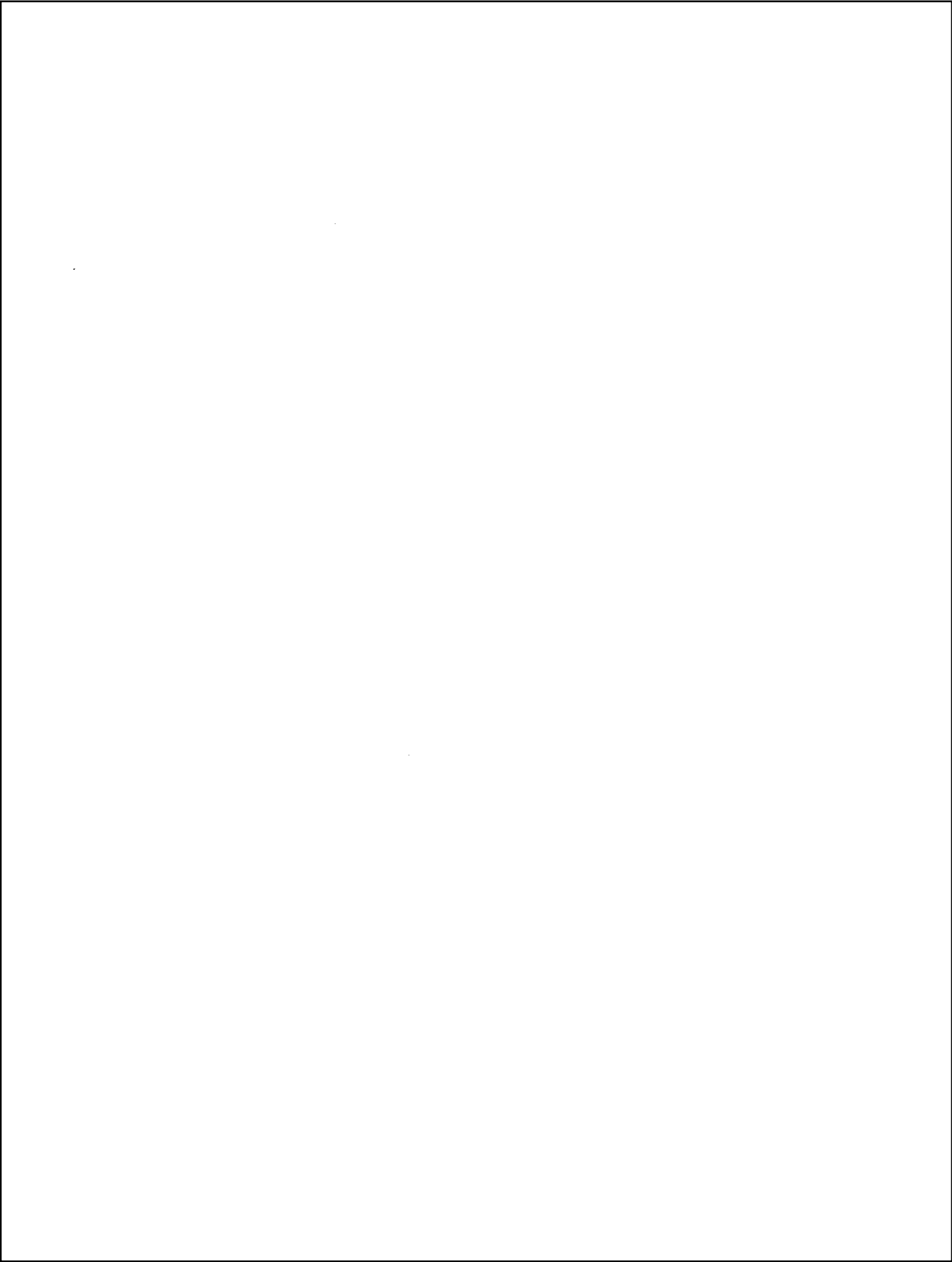
SLWC currently partners with over 70 municipalities in Canada to offer this optional protection. To date 40,000 Canadian households have chosen to participate, purchasing over 75,000 service contracts. The program performs over 4,000 repairs annually, saving Canadian homeowners over \$5 million. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

Enclosed is the press release announcing our new Alberta partner. We would welcome the opportunity to discuss the benefits of adopting this program for your citizens. Please feel free to reach out to Morty Smolash at msmolash@slwofc.ca or 514-894-3546 to set up a time to chat.

Sincerely,

A handwritten signature in black ink that reads "Mike Van Horne".

Mike Van Horne
General Manager



Town of Bashaw Provides Homeowners Access to Low-Cost Home Repair Plans

NEWS PROVIDED BY

HomeServe

June 21, 2022, 09:00 ET

New Program with Service Line Warranties Canada (SLWC) is a First for Alberta Municipalities

BASHAW, AB, June 21, 2022/CNW/ - You notice a strange puddle in the front yard of your home. Or maybe a particularly unpleasant smell is wafting around your house, but you can't figure out the source. Worse, an unexplainable spike in your water bill or noticeably lower water pressure in your sinks and showers. These are issues homeowners face every day, and many don't realize that these problems are in most cases their responsibility to repair.

Service Line Warranties of Canada, or SLWC, offers optional repair service plans with the aim of protecting homeowners from these situations – and starting June 2022, Bashaw homeowners will be the first in the province of Alberta to have access to SLWC plans. Officials in the Town of Bashaw decided to implement this new optional program so that residents have the opportunity to spare themselves from the worry and cost when a failure occurs to the water or sewer line that connects their home to the town's systems.

SLWC'S no-deductible, low-cost service plans provide protection for repairs that are not covered under standard homeowner's insurance or by the town, filling a gap in coverage that residents can now have the chance to fill. The Town of Bashaw and SLWC work towards the same goal: to ensure resident homeowners do not have to pay hundreds or even thousands of dollars out of pocket for a repair and don't have to worry about finding a reputable contractor to do the work.

"We are excited to make these optional, low-cost repair plans available to our residents through a proven, reputable program like Service Line Warranties," says CAO Theresa Fuller. "Every homeowner knows that sometimes, unfortunate things happen. To provide access to our residents with a way to eliminate the financial burden or worry from these situations is a huge win for our community."

Since the SLWC program began in 2014, Canadian homeowners have saved more than \$6 million in repair expenses. While the program partnership marks the first for SLWC in the Province of Alberta, Bashaw joins 65 municipalities in Ontario that also provide their residents access to SLWC

repair service plans. The program is provided at no cost to Bashaw, and no public funds are used to promote or administer it.

The introduction of this option for homeowners in Bashaw comes at an important time. A recent "State of the Canadian Home" survey found that nearly one in five (19%) Canadian homeowners have nothing set aside for an emergency. The same survey found that close to one third (31%) of Canadian homeowners have just \$500 or less set aside for an unexpected issue.

Homeowners will soon receive information in the mail about the SLWC program and available service plans. There is no obligation to sign up for a plan – participation is voluntary. The mailings are administered by SLWC but will include the Town of Bashaw's logo to indicate that the mailing is legitimate and that there is a partnership in place between the town and SLWC.

"A SLWC service plan is a smart way for homeowners to prepare for a home emergency. These plans take the worry, inconvenience, and financial burden out of the repair," said Mike VanHorn, General Manager, Service Line Warranties of Canada, a HomeServe Company. "If something goes wrong, these plans equip Bashaw homeowners with reliable access to local, licensed, and vetted contractors who can quickly and professionally complete needed repairs on service lines."

Bashaw homeowners with questions or who wish to receive more information about SLWC or the plans available to residents can call 1-866-922-9004 or visit www.slwofc.ca.

About Service Line Warranties of Canada

Service Line Warranties of Canada (SLWC) is part of HomeServe, a leading provider of home repair solutions serving over 4.8 million customers across North America since 2003. Launched in 2014, SLWC is the trusted source of utility line protection programs across Canada, as recognized by the Association of Municipalities of Ontario (AMO) and the Rural Municipalities of Alberta (RMA). In addition, SLWC is a corporate partner of the Federation of Canadian Municipalities (FCM).

Together with HomeServe, SLWC is dedicated to supplying best-in-class repair plans and delivering superior customer service to consumers through over 1,100 leading city, municipal and utility partners across North America.

SOURCE HomeServe

For further information: Meghan Boyd, Meghan.boyd@hkstrategies.ca

Mayor and Council

Request for line repair and reimbursement for invoice charges from On the Border Plumbing and Heating

I live at [REDACTED] in Marwayne, Alberta and the property owner is my mother. I moved into the residence In April of 2021. I have had to have the plumbers at my property 3 times within the past year and a half due to the sewer line backing up. On the second visit from the plumber on November 15, 2021 it was determined that there was an issue with the sewer line on Village Property. The line had blockages due to roots, it is believed that the roots are coming from the tree on the boulevard and not from the property. It is also believed that the roots were able to penetrate the line due to its integrity. On August 22, 2022, the same issue took place, during this visit it was determined that the line was collapsing and again had roots.

I had reached out to the CAO after the November invoice and was told it was property owner responsibility with no interest for the Village to inspect or fix the line. After reading the bylaw and policies, I can determine that this issue should not be on the property owner's responsibility. As per Bylaw 543-15 Section 5 5.1 *"The Village of Marwayne owns, operates and is responsible for maintaining the sanitary sewer system on public property, including the sanitary sewer service pipe from the sewer mains to the boundary of the private property."* and 5.8 *"In the event that a blockage occurs in that portion of the sanitary sewer pipe on public property which is caused by a structural defect in the pipe, the Village of Marwayne will repair the sewer pipe and reimburse the property owner or occupant for the costs of unplugging that pipe, if such costs can be supported by a paid invoice."* And Bylaw 474-08 General Provisions 3. *"The Village maintains the exclusive right and responsibility for planting, removing, pruning and protecting any and all boulevard trees and/or shrubs on Village Property. The only exception to this principle will in those instances where a development plan requires the developer to plant the boulevard trees. In these instances, the developer will be required to follow the guidelines contained within this policy."*

It will be argued that Bylaw 543-15 section 5 5.7 *"The owner of any property connected to the Village of Marwayne sanitary sewer system is responsible for unplugging any blockage in the sanitary sewer service pipe on both private and public property, from the building to the sewer main connection location, both with respect to engaging a sewer cleaning contractor to unplug the pipe and bearing the cost of such service. If the main sewer line is running free, then the plugged sewer is deemed to be the responsibility of the property owner. The unplugging of a blockage in a sanitary sewer service pipe caused by tree roots from trees located on private property is considered to be the responsibility of the property owner."* is the reasoning not to consider this request, but as I stated the tree is not believed to be on private property but on public property so this section would not be applicable.

I would like for the Village to do an inspection with the line, and to replace the line. I would also request that we get either a full reimbursement for both attached invoices as the main issue is on village property (collapsing line and tree on boulevard).

Thank You

Jillian Huff

On The Border Plumbing And Heating

B 5702 50 Avenue
 Lloydminster AB T9V 0X6
 780-205-2415
 heyplumber@hotmail.com
 http://www.ontheborderplumbing.ca
 Receiver General Registration No.:
 794477471RT0001



INVOICE

BILL TO

Bernice Lockhart



SHIP TO

Bernice Lockhart



INVOICE # 8016

DATE 11/18/2021

DUE DATE 12/01/2021

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
11/15/2021		Work Location: [Redacted] Street, Marwayne				
11/15/2021		Arrived to site and camera line right away and noticed a lot of debris in pipe. Auger line and go blockage, then put camera down again, we got the blockage but noticed lots of roots at approx. 18.5 to 20 meters over the sidewalk outside. Put auger down with bigger bit to clear as best as possible. Re-installed toilet. Recommend auger annually or replace pipe.				
11/15/2021	Proflo Heavy Duty Wax Bowl Ring w/horn		GST	1	5.76	5.76
11/15/2021	Auger Fee		GST	1	85.00	85.00
11/15/2021	Camera Fee		GST	1	100.00	100.00
11/15/2021	Mileage		GST	46	1.00	46.00
11/15/2021	Labour 2 Technicians		GST	4	170.00	680.00
SUBTOTAL						916.76
RECEIVER GENERAL @						45.84

AGENDA ITEM #7.5

5%	
TOTAL	962.60
PAYMENT	962.60
BALANCE DUE	\$0.00

TAX SUMMARY

	RATE	TAX	NET
Receiver General @ 5%		45.84	916.76

On The Border Plumbing And Heating

B 5702 50 Avenue
 Lloydminster AB T9V 0X6
 780-205-2415
 heyplumber@hotmail.com
 http://www.ontheborderplumbing.ca
 Receiver General Registration No.:
 794477471RT0001



INVOICE

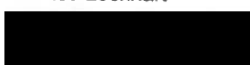
BILL TO

Bernice Lockhart



SHIP TO

Bernice Lockhart



INVOICE # 9701

DATE 08/29/2022

DUE DATE 09/01/2022

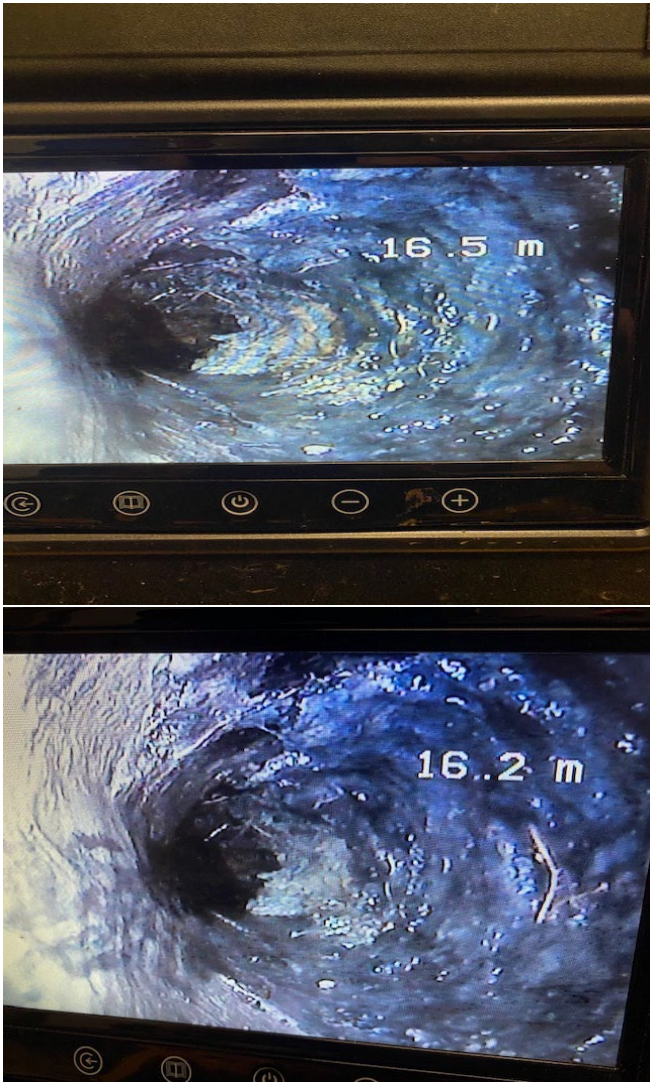
TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
08/22/2022		Work Location: [Redacted] Street, Marwayne				
08/22/2022		Auger main sewer line clear blockage. Used camera on line once we got down to flow. Found a spec on the main line @ 16m that needs to be dug up and replaced.				
08/22/2022	Auger Fee		GST	1	85.00	85.00
08/22/2022	Camera Fee		GST	1	100.00	100.00
08/22/2022	Mileage		GST	66	0.75	49.50
08/22/2022	Labour 2 Technicians		GST	2.50	170.00	425.00

SUBTOTAL	659.50
RECEIVER GENERAL @ 5%	32.98
TOTAL	692.48
PAYMENT	692.48
BALANCE DUE	\$0.00

TAX SUMMARY

	RATE	TAX	NET
Receiver General @ 5%		32.98	659.50



**Village of Marwayne
BYLAW NO. 543-15**

A Bylaw of the Village of Marwayne in the Province of Alberta to set forth the terms and conditions for the supply and maintenance of the water, sewer, garbage and storm sewer services in the Village of Marwayne.

Whereas the Council of the Village of Marwayne, duly assembled, deems it advisable to set forth the terms and conditions for the maintenance and supply of water and sewer services from its water distribution and sewer system; and, provision of garbage collection services; and, provision of storm water services; and

Whereas the Council of the Village of Marwayne deems it advisable to make provision for the charging and collecting of water, sewer and garbage rates to meet the cost of maintaining and operating its water distribution and sewer system, garbage collection services, and storm sewer system;

Now Therefore the Council of the Village of Marwayne pursuant to the authority vested in it by the Statutes of the Government of the Province of Alberta, hereby enacts as follows:

Section 1: Interpretation

- 1.1 Hereinafter this bylaw will be referred to as the "Utility Bylaw".
- 1.2 "Authorized Person" is any person employed by the Village of Marwayne
- 1.3 "Backflow" means the reversal of flow of any water, wastewater or any other liquid, chemical or substance back into the potable water supply system
- 1.4 "Cross Connection" refers to an actual or potential connection from the Village's potable water system to any source of pollution or contamination that could render the Village's water non-potable or lethal
- 1.5 "Cross connection control device" means device or method that prevents backflow
- 1.6 "CSA" means Canadian Standards Association
- 1.7 "Curb Cock" is the device on a water service line used to interrupt or discontinue the supply of water
- 1.8 "Peace Officer" means a member of the Royal Canadian Mounted Police, a member of a municipal police force, a special constable, or a Village of Marwayne Bylaw Officer.
- 1.9 "Testable cross connection control device" means a cross connection control device which is capable of being inspected and tested in accordance with the National Plumbing Code of Canada, as amended or replaced.
- 1.10 "Village" depending on context, means either:
 - i. The Municipal Corporation of the Village of Marwayne, its administration and staff, agents or representative; or
 - ii. The territory contained within the corporate boundaries of the Village of Marwayne

Section 2: Administration

- 2.1 The Village shall:
 - 2.1.1 supply the utility services so far as there is sufficient capacity, upon such terms, costs or charges as established by Council, to any consumer where the property is situated along a water main and sewer main.
 - 2.1.2 So far as is reasonably possible, endeavor to provide regular and uninterrupted operation of the utility services. However, breaks to water mains, sewer mains and other facilities are inherent to the normal operation of a utility and may result in interruptions to the utility service.
 - 2.1.3 The Village, its officers, employees or agents shall not be liable for any damages of any kind due to changes in water pressure, the shutting off of water, or by reason of the water containing sediments, deposits or other foreign matter.

2.2 The Village:

- 2.2.1 Does not guarantee the pressure of the water utility nor the continuous supply of water.
- 2.2.2 Reserves the right at any time, without notice, to change the operating water pressure of the water utility and to shut off the water utility.
- 2.2.3 Recommends that persons depending on continuous and uninterrupted supply of water or requiring a certain standard of water quality shall provide such facilities as are necessary to ensure the service, at their own cost and expense.

2.3 Governing of use of water:

- 2.3.1 In case of making repairs or in construction of new works or in connecting or repairing service pipes, the Village shall have the right to shut off the water from any customer or customer without notice and keep it off as long as may be necessary.
- 2.3.2 The Village shall endeavor to provide notice to customers of such interruption of service and shall seek to minimize the inconvenience to customers as may be possible and reasonable.

2.4 All properties that generate sewage and waste water shall be connected to the Village's sewer system except where exempted by the Development Permit application process. Such exemption may be allowed for the following reasons:

- 2.4.1 The location of the properties in relation to an existing sewer main is such that the extension of the main is precluded because of excessive cost or engineering difficulty;
- 2.4.2 The sewer main adjacent to the property is of insufficient size of capacity to handle the proposed effluent and enlarging of the main is deemed excessive in cost; or
- 2.4.3 The type of wastes to be generated by the property are not permitted by this Bylaw or Provincial Regulation to be disposed of through the Village's sewer system, and provided that an alternative sewage disposal system is provided.

2.5 An alternative sewage disposal installation permitted under Section 2.4.3 may without limiting the generality of the foregoing, include a sewage pump out tank or septic tank, such installations subject in all cases to applicable Provincial Regulation and Village approval.

2.6 Where an alternate sewage disposal installation has been permitted pursuant to Section 2.4.1 or 2.4.2 and where subsequent to that installation a sewage main is constructed or upgraded such that the disposal of sewage from the property to the Village is now practical, the owner of the property shall discontinue the use of the alternate sewage installation and make connection to the Village sewage main within one (1) year from the date upon which the owner has received notice of the installation or upgrading of the sewer main.

2.7 Each lot or parcel and each principal building or occupant, shall be provided with a separate water and sewer service where feasible.

Section 3: Water

The Village of Marwayne owns, operates and is responsible for maintenance of all water system components on public property;

- 3.1 No person except those authorized by the Village shall make any connection with any of the public pipes or mains in the public thoroughfares of the Village or make a connection to the water service pipe between the property line and the meter.

3.2 No person without first having obtained applicable provincial permits as well as permission from the Village through a development permit, will make connection with any of the public water lines or mains. The person so authorized is fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.

3.3 All water service lines, laid down in private property, between the property line and the meter, will be constructed of C.S.A. approved material of equal quality to, and compatible with, the service lines in the street between the street main and the property line. The minimum size of a water service line is 19 mm (3/4 inch) diameter.

3.4 The property owner owns, operates and is responsible for maintenance of water service lines on private property. All property owners shall keep and maintain service piping in proper working conditions and free from leaks.

Meters

3.5 All water users require meters and water meter seals to be installed on their premises, which are owned, supplied and maintained by the Village. Installation requires an open area of approximately 18" square above the main control valve and this area must be left accessible. The owner must do such work entirely at his or her own cost and to the specification required by the Village.

3.6 The Village will replace any meter that stops working due to normal wear and tear at no cost to the owner.

3.7 No person shall disconnect a meter or do anything which may prevent or impede the flow of water through a meter or the recording of the flow of water through the meter, or which may affect the proper operation of the water meter.

3.8 No person shall interfere with, cut or remove the wire seal on a meter or valve, except in the case of an emergency.

3.9 In the event a person breaks a seal on a valve in order to obtain a supply of water for emergency purposes, that person shall notify the Chief Administrative Officer within twenty-four hours during regular business hours.

3.10 The owner shall install a control valve in the service pipe before the meter setting. The meter setting and control valve shall be positioned near the point where the private service enters the owner's building. The owner shall maintain the control valve in sound working order.

3.11 The owner, occupant or tenant shall be responsible for protecting the meter from interference or injury or frost or any type of defacement and shall be liable for any damage that may occur to the meter. In the event that a meter is damaged, the user of the service shall be responsible for all replacement costs.

3.12 The occupants, owners or tenants shall allow access to the premises for the Village's employees charged with

3.12.1 the installation, removal, inspection, repair, reading and otherwise dealing with the water meter or water meter seal for the checking of service piping, fixtures connected to and drawing water from the Village's distribution system.

3.12.2 Shut off and seal a water line for nonpayment.

3.12.3 In the event the Village initiates a water meter change-out project, the property owner must ensure that an appointment is made to change out the old metering equipment with the new metering equipment. Failure to comply with booking such an appointment could result in utility service cancellation, reconnection charges and the full cost of the meter replacement labor charges.

3.13 The Village of Marwayne will respond to requests from property owners and utility customers for water system maintenance on private property for the following activities:

3.13.1 water service valve closing and opening in the event of downstream leaks or other requirements for their own purposes

3.13.2 other requested services if not available from the private sector

The fee is on a service basis as set out in the current Fee and Charges Bylaw.

Restrictions

3.14 The Village shall have the right to restrict or ration the amount used during periods of heavy demand, upon 24 hours notice conditions permitting, or interrupt the service for necessary maintenance, repairs or fire-fighting or any other possible emergencies.

3.15 When water restriction are set by the Village through advertising on the community channel and/or posters, anyone found watering with an outside hose will receive one warning and the next time they will be fined an amount as set in Schedule "A". If the fine is not paid by the next utility bill period, the fine will be added to their utility bill.

3.16 Except as hereinafter provided, no persons other than those authorized by the Village will open or close or operate or interfere with any valve, hydrant or fire plug or draw water there from.

3.16.1 In the case of new construction or reconstructed premises, proof of a plumbing permit may be required before the water service valve will be turned on.

Obstructions

3.17 No person will in any manner obstruct the free access to any hydrant or valve or curb cock.

3.18 No person shall interfere with, damage or make inaccessible any curb cock due to the construction of sidewalks, pathways, driveways or any similar construction. The owner will be required to pay all costs, in addition to the penalties in this Bylaw, involved in repair of or changes to a curb cock due to inaccessibility to or damage to the curb cock by the owner.

Section 4 – Cross Connections and Backflow Prevention

4.1 No person shall connect, cause to be connected, or allow to remain connected to the water system any piping, fixture, fitting, container or appliance, in a manner which, under any circumstances, may allow water, waste water or any other liquid, chemical or substance to enter the water system.

4.2 Customers must allow a Village sanctioned inspector full access to their residences or facilities in order to evaluate and/or inspect possible cross connections and existing or newly installed backflow preventers.

4.3 For the purposes of preventing a cross connection as prohibited in Section 4.1, the Village may require any consumer to install a testable cross connection control device or devices.

- 4.4 At the time of installation and thereafter as required by the Village, every consumer required by any Act, regulation or code or by the Village pursuant to Section 3 to install a testable cross connection control device or devices shall:
- 4.4.1 ensure that the testable cross connection control device or devices installed are inspected and tested on a yearly basis;
 - 4.4.2 report the results of the inspection and testing on the form prescribed by the Village to the Village within the time frame specified by the Village.
- 4.5 Every consumer required by the Director pursuant to Section 4.1 to install a testable cross connection control device or devices shall install only testable cross connection control device or devices approved by the Village.
- 4.6 Every consumer required by this Section to ensure that testable cross connection control device or devices installed are inspected and tested shall ensure that only persons approved by the Village to inspect and test the testable cross connection control device or devices. In approving persons to inspect and test cross connection control devices, the Village may take into consideration the following qualifications:
- 4.6.1 a certificate from an accredited organization as a Certified Backflow Prevention Device Tester;
 - 4.6.2 a calibration certificate for test equipment;
 - 4.6.3 another trade or professional qualification (e.g. Plumbing Certificate, Sprinkler Fitter Certificate, etc); and
 - 4.6.4 liability insurance coverage
- 4.7 If a consumer fails to have a testable cross connection control device or devices inspected or tested or fails to report the results of the inspection or testing to the Village; the Village may notify the consumer that the testable cross connection control device or devices must be inspected and tested and a test report must be submitted to the Village within the time frame specified by the Village; and
- 4.7.1 the Village may discontinue providing water service to the consumer until the consumer has the testable cross connection control device or devices inspected and tested and the consumer submits a report with results satisfactory to the Village.
- 4.8 Every consumer shall display an up to date information record card issued by the Village on or immediately adjacent to the testable cross connection control device or devices.

Section 5 - Sewer

The Village of Marwayne, as owner and operator of a sanitary sewage system, recognizes a responsibility to maintain that piped system. This responsibility extends to all trunk sanitary sewers, sanitary sewer mains and sanitary sewer services on public property, excepting that persons plugging that portion of the sanitary sewer service pipe on public property are responsible for removing that obstruction.

- 5.1 The Village of Marwayne owns, operates and is responsible for maintaining the sanitary sewer system on public property, including the sanitary sewer service pipe from the sewer mains to the boundary of the private property.
- 5.2 No person, without first having obtained applicable provincial permits as well as permission from the Village through a development permit, or signed servicing agreement will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.

- 5.3 All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be so constructed of C.S.A. approved material of equal quality to the sewer service line in the street between the street main and the property line. The minimum size of a sewer service line is 100mm (4 inch) diameter. Connection must be as per current CSA standards.
- 5.4 Authorized Village employees shall have the right at all reasonable times to enter houses or other places which have been connected with the Village sewers, that have been given him to ascertain whether or not any improper material or liquid is being discharged into the sewers, and he shall have the power to stop or prevent from discharging into sewer system which are liable to injure the sewers or obstruct the flow of sewage.
- 5.5 No substance may be discharged into the sewer that is toxic, hazardous or poisonous.
- 5.6 The owner of any property, building or facility connected to the Village of Marwayne sanitary sewer systems owns, operates and has the responsibility to maintain the sanitary sewer pipe on private property.
- 5.7 The owner of any property connected to the Village of Marwayne sanitary sewer system is responsible for unplugging any blockage in the sanitary sewer service pipe on both private and public property, from the building to the sewer main connection location, both with respect to engaging a sewer cleaning contractor to unplug the pipe and bearing the cost of such service. If the main sewer line is running free, then the plugged sewer is deemed to be the responsibility of the property owner. The unplugging of a blockage in a sanitary sewer service pipe caused by tree roots from trees located on private property is considered to be the responsibility of the property owner.
- 5.8 In the event that a blockage occurs in that portion of the sanitary sewer pipe on public property which is caused by a structural defect in the pipe, the Village of Marwayne will repair the sewer pipe and reimburse the property owner or occupant for the costs of unplugging that pipe, if such costs can be supported by a paid invoice.
- 5.9 That on all new construction a sewer back-flow prevention device must be installed in all building sewer lines.
- 5.10 That on all new construction a grease, oil and sand separators must be provided on private property for all commercial garages, service stations and car washes.
- 5.11 The Village may upon reasonable notice and at reasonable times enter buildings or other places which have been connected with Village sewers, and facilities to ascertain whether or not any improper material or liquid is being discharged in sewers and the Village shall have the right to use any test or other means necessary to determine compliance with this Bylaw and to stop or prevent the discharge of any substances that are liable to injure the sewer or obstruct the flow of sewage.

Section 6- Garbage

- 6.1 Marwayne provides for residential garbage pickup through an automated garbage pick up with quick carts, which are the property of the Village, with each cart registered to each address.
- 6.2 Where necessary or advisable, Council is hereby authorized to make certain adjustments regarding the placing of garbage, cans, etc., and which lanes will be used.

6.3 Garbage pickup day and time may be varied at the discretion of the Village. Council will designate the details of pickup day and time by resolution.

Section 7 – Storm Sewer Service:

7.1 The owner of any building shall discharge the rainfall or snow melt from roofs by means of roof drains to the ground surface at the exterior of a building in such areas where public storm sewer connections are not provided. No person will discharge or cause to be discharged any storm water or natural water to any sanitary sewer.

7.2 All new construction, at the owner's own expense, must have the building weeping tile or any other foundation drain to a sump installed within the building; the sump shall discharge by pumping to the ground surface at the building exterior, as per the requirements of the Alberta Building Code. No person shall connect a weeping tile or other foundation drain to a sanitary sewer.

Section 8 - Billing

8.1 That every person, firm or corporation being the registered owner or purchaser entitled to possession under the Agreement for Sale of property, shall pay monthly to the Village of Marwayne, the rates as set out in the current Fees and Charges Bylaw. The said charges shall be due and payable when the account is rendered. Failure to receive an account shall in no way affect the liability of the consumer to pay the amount.

8.2 The Council may vary the said rates or add thereto other classifications, as may be deemed necessary.

8.3 Any person or persons, firm or corporation making application for utility services, or to whom services are rendered from the Village shall pay:

8.3.1 a deposit as set in the current Fees and Charges Bylaw. No interest shall be paid on the deposit.

8.4 Payment of utility bills is due at the last day of the month in which the bill is mailed.

8.5 A utility bill not paid by the due date will be considered to be in arrears and subject to late penalty charges as per the current Fees and Charges Bylaw.

8.6 An Administration fee as set out in the current Fees and Charges Bylaw will be levied in the event that a transfer of utility account balance to the Property tax account is deemed necessary.

8.7 Any utility bills in arrears for services supplied by the Village to any land or premises may be added to the taxes assessed against the real property to which the utility services has been supplied, and may be collected in any of the ways provided for the collection of taxes, according to the Municipal Government Act M-26.1, 1994 and any amendments thereto. And subject to an administration fee as set in the current Fees & Charges Bylaw.

8.8 Where the calculation of a utility billing is based on the consumption of water, the quantity used shall be determined from the present and previous meter readings as recorded by the Village or if an actual reading is not available, a minimum bill will be generated.

8.9 To activate water service to a premise, someone must be at the premise when the water is turned on.

Section 9 - Termination

9.1 An owner who has been supplied with service and who desires the discontinuance of the use, must give the Village notice of discontinuance and provide:

- 9.1.1 The name of the person responsible for further use, otherwise the rates previously charged will continue until such notice is given or the water turned off.
- 9.1.2 A final meter reading. The Village may base the final charge for service on an estimated meter reading if a final is not received.
- 9.1.3 The water service may not be physically shut off if the person responsible for further use is known.
- 9.1.4 The final estimated bill may be added to the tax account to ensure payment when the premise is transferring ownership.

9.2 When the premises to which utility service is provided becomes vacant and no request for service has been made, the Village may terminate the contract and, in lieu of disconnecting the service, open a new utility account in the name of the owner. Nothing herein shall prevent the owner from requesting that the Village disconnect such utility service provided the owner pays the service charge prescribed herein.

9.3 The Village may discontinue the supply of all utility services for any of the following reasons:

- 9.3.2 non-payment of any utility accounts; or
- 9.3.3 inability of the Village to obtain access to a residential premises to read any meter; or
- 9.3.4 failure by, or refusal of, a customer to comply with any provision of this bylaw; or
- 9.3.5 failure by, or refusal of, a customer to comply with any provisions of any Provincial Acts, the Building Code, or any regulations thereunder; or
- 9.3.6 at the owner's request to have services discontinued; or
- 9.3.7 repair; or
- 9.3.8 lack of water supply; or
- 9.3.9 defective piping; or
- 9.3.10 failure to comply with water rationing; or
- 9.3.11 in any other case provided for in this bylaw

9.4 The Chief Administrative Officer is hereby authorized and directed to enter upon and in any property upon which a meter or shut-off valve is situated for the purpose of terminating the supply of a utility to that property, or for the purpose of supplying a utility to that property.

9.5 Upon termination of an existing utility account the deposit shall be returned to the consumer after deducting therefrom all fees and charges outstanding.

9.6 For bulk water utility accounts where the customer does not reside within the Village limits, accounts in arrears for 45 days shall be subject to termination and any subsequent reactivation after payment of overdue funds will be subject to \$50.00 non-refundable re-activation fee for overdue account holders.

Section 10 Offenses and Penalties

10.1 Unpaid utility bills for amounts payable to the Village under this bylaw will be subject to penalties in accordance with the current Fees and Services Bylaw and amendments thereto.

10.2 Any rates, costs or charges in arrears for water service supplied by the Village to any property, may be added to the taxes assessed against the real property to which the water or other services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.

10.3 Any person violating any provision of this bylaw may be served by the Village with written notice stating the nature of the violation and requiring the satisfactory correction thereof within 48 hours, or such additional time as determined by the Chief Administrative Officer. Such person shall, within the time stated in such notice, permanently cease all violations.

10.4 Where a Peace Officer or Bylaw Enforcement Officer has reasonable grounds to believe that a person has contravened any provision of this bylaw, they may serve upon such person an municipal tag allowing the payment of the specified penalty, as per Schedule "A" to the Village which shall be accepted by the Village in lieu of prosecution for the offence.

10.5 Any person who fails to act in compliance and accordance with any notice given to him under this bylaw; shall be guilty of an offence and upon summary conviction shall be liable to a penalty of not less than \$200 and not more than \$2,500, plus court costs and in default of payment of the penalty and costs, to a term of imprisonment not exceeding 6 months.

Section 11 Severability

11.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Section 12 General

12.1 In case of any dispute as to the proper charge to which any property is subject by reason of the provisions herein contained, the matter shall be referred to the Chief Administrative Officer and where the dispute is not then settled to the satisfaction of a property owner such owner may refer the matter to the Village Council. Final appeal may then be made in the manner provided for the Arbitration Act of the Province of Alberta.

12.2 Bylaw No. 542-15 is repealed.

12.3 This bylaw comes into effect upon the date of it being finally passed.

Read for the first time this 26th day of October, 2015.

Read for the second time this 26th day of October, 2015.

Read for the third and duly passed in open Council this 26th day of October, 2015.

Signed by the Mayor and Chief Administrative Officer this 26th Day of October, 2015.

Jenelle Saskiw, Mayor

Joanne Horton
Chief Administrative Officer

Schedule "A"

Section		Penalty
3.1	No person authorized to make connection to pipes	\$500
3.2	No person without obtaining provincial permits and Village development permit, will make connection to pipes	\$200
3.7	No person shall disconnect a meter or do anything which may prevent or impede the flow of water through a meter	\$1000
3.8	No person shall interfere with, cut or remove the wire seal on a meter or valve	\$1000
3.11	Not protecting the meter from interference or injury or frost or any type of defacement	\$200 + replacement costs
3.15	Watering during water restriction	\$500
3.16	No person will operate a valve, hydrant or fire plug	\$200
3.17	No person will obstruct access to any hydrant or valve or curb cock	\$200
3.18	Interfere, damage or make inaccessible any curb cock	\$200 + costs
4.1	No person will allow substances to enter water system	\$2000 + costs
4.7	Failure to install testable CCC, inspect and report	\$200 + disconnection
5.2	No person without obtaining provincial permits and Village development permit, will make connection to pipes	\$200
5.5	Toxic, hazardous or poisonous substance discharged into sewer	\$2000
5.9	New construction fails to have sewer backflow device	\$200
7.1	Discharge storm water or natural water into the sanitary sewer	\$200
7.2	Weeping tile connected to sanitary sewer	\$200

**For second and additional offences, the penalty will double.
end of bylaw the following is for ease of finding**

Voluntary Fines Ticket

Utility Bylaw Ticket

Municipal Tag

This ticket is issued for breach of Bylaw No. 538-15, Section: _____.

Nature of Offence: _____

PENALTY

First Offence: \$ _____

Second and
Additional Offence: \$ _____

PRESENTATION OF THIS TICKET within twenty-one (21) days of the date of issue together with voluntary payment of the penalty indicated, plus any other required fees, if applicable, will be accepted in lieu of prosecution.

PAYMENT may be made to the Village of Marwayne at the Village of Marwayne Office during regular office hours, or by mail. If remitting by mail, payment must be received at the Village of Marwayne Office within the twenty-one (21) day period.

FAILURE TO REMIT PAYMENT WITHIN TWENTY-ONE (21) DAYS WILL RESULT IN PROSECUTION IN PROVINCIAL COURT.

Date: _____ Time: _____ am/pm

Name: _____

Address: _____

Location of Offence: _____

Issued by: _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

RECEIVED

SEP 21 2022

September 15, 2022

AR109631

His Worship Chris Neureuter
Mayor
Village of Marwayne
PO Box 113
Marwayne AB T0B 2X0

Dear Mayor Neureuter and Council:

Thank you for your letter of August 16, 2022, requesting approval to reduce the size of the Village of Marwayne's council to four members until the next general election.

I acknowledge the rationale for your request, including the decreased willingness of local residents to run for municipal office, the costs associated with holding a by-election, and your assertion that a bylaw to increase the size of council to five members, in accordance with legislative requirements, was never passed. However, I am concerned that forgoing a by-election so early in the current term would leave the village with a smaller council than your electorate has become accustomed to, and that an even number of members may result in many tie votes over the next three years, potentially reducing council's effectiveness as a governing body.

As a result, I am not prepared to support council's request at this time, and it is my expectation that the village proceed with the by-election according to the timelines in the *Municipal Government Act* and the *Local Authorities Election Act*. I am confident that having the village's new bylaw come into effect for the 2025 general election would better serve village council and your electorate.

Should you receive insufficient nominations for the already scheduled by-election, I would be prepared to consider other actions at that time. If you require support for conducting the by-election, please contact the ministry's Municipal Capacity and Sustainability Branch, toll-free by first dialing 310-0000, then 780-427-2225, or visit www.alberta.ca/municipal-elections-overview.aspx.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver
Minister

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Classification: Protected A



POLICY – PW 02 SALE OF SOIL, SAND & GRAVEL

APPROVAL DATE:	2006-08-07	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2027

POLICY STATEMENT

To establish the guidelines and processes by which soil, sand and gravel may be sold to residents by the Village of Marwayne.

BACKGROUND

This policy was developed to coordinate the sale and/or use of soil located next to the Village of Marwayne’s lagoon and landfill sites. There are three (3) types of piles available for use – at the Village of Marwayne’s sole discretion – including:

1. A subsoil pile derived from road construction projects;
2. Black berm derived from the lagoon construction project; and
3. Remediated dirt previously impacted with petroleum hydrocarbon (PHC).

OBJECTIVE

To set the rules governing the use and/or sale of soil, gravel and sand materials owned by the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Council are the Councillors for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the following:

- All piles of soil, sand, and/or gravel are to be used and/or sold at the sole discretion of the Village of Marwayne.
- Stripped topsoil may be offered free of charge (to a maximum of 10m³) for residents and non-residents. The Village of Marwayne assumes no liability for the quality of the soil. Residents and/or non-residents taking soil from the stockpile assume any and all responsibility and legal liability for the soil.
- Any soil, sand and/or gravel located on Village of Marwayne property is not to be removed without prior consent and permission from the Chief Administrative Officer or a Public Works Employee.
- The Village of Marwayne reserves the right to limit quantities of the sale of soil, sand and/or gravel, without explanation, at any time and for any reason.
- The Village of Marwayne may use stockpiled materials for Village projects, on an as needed basis, when the materials have been deemed suitable.
- No unsupervised access shall be granted to contractors accessing the lagoon, landfill or Public Works compound sites. All access to these areas



by a contractor must be accompanied by a Village of Marwayne employee.

- All charges for materials shall be in accordance with the Village's Fees and Charges Bylaw, as amended from time to time. Should the fee for a particular product not be listed therein, the Chief Administrative Officer shall determine a fair and equitable price for the product to be sold.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



POLICY – PW 04 SIDEWALK, TRAIL, AND CURB INSPECTIONS

APPROVAL DATE:	2007-06-04	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009	REVIEW DATE:	2027

POLICY STATEMENT

To establish the guidelines and processes by which sidewalks, pedestrian trails and curb/gutter infrastructure are inspected and managed by the Village of Marwayne.

BACKGROUND

This policy was developed in support of the Village of Marwayne's Asset Management Plan and Policy to adequately ensure that sidewalks, pedestrian trails and curb/gutter infrastructure is inspected on an annual basis in order to carry out the necessary maintenance and/or repairs.

OBJECTIVE

To set the standard by which sidewalks, pedestrian trails and curb/gutters are maintained and inspected within the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Council are the Councillors for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy sets forth the work to be undertaken by Village of Marwayne Public Works Employees and is subject to the following:

- The Village of Marwayne shall inspect all sidewalks, pedestrian trails and curb/gutters annually.
- All inspections must assess the condition of the sidewalks, pedestrian trails and curb/gutters with the results of the inspections to be recorded in the Village's MIMS software.
- The Village of Marwayne shall conduct maintenance and/or repairs on sidewalks, pedestrian trails and curb/gutters, as is required, using the following parameters:
 - Vertical separation;
 - Crack width;
 - Spalled concrete;
 - Multi-directional cracking;
 - Back-sloped concrete; and/or
 - Gutter ponding.
- The Village of Marwayne assesses and establishes which sidewalks, pedestrian trails and/or curb/gutters are to be maintained and or replaced in conjunction with our asset management plan and policy, as well as for reasons related to safety, liability, budget and drainage.
- The Village of Marwayne shall consider all viable options in determining the best course of action relating to the maintenance and/or repair of



sidewalks, pedestrian trails and/or curbs/gutters. This includes but is not limited to:

- Crack sealing;
- Grinding;
- Surface treatments;
- Asphalt overlays; and/or
- Replacement.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION ON JULY 6, 2022, AT THE VERMILION
TRANSFER SITE (re-scheduled from June 27, 2022)**

PRESENT:

Chair: M. Baker
Vice-Chair: D. Bergquist
Directors: K. Whitlock; S. Hryciuk; J. Rayment; R. McDonald;
G. Kuneff; K. Miciak (phone)
CAO: S. Schwartz

ABSENT:

None

The meeting was called to order at 6:00 P.M.

AGENDA:

Additions to Agenda:

M. Baker Old Business CAO Position Update
Vermilion Transfer Site Contract

MOVED by R. McDonald that the agenda be adopted with the above additions.

Carried.

MINUTES OF THE MEETING OF MAY 24, 2022:

MOVED by G. Kuneff that the minutes of the meeting of May 24, 2022, be adopted as presented.

Carried.

MAY 2022 FINANCIAL REPORT:

S. Schwartz presented the May 2022 financial report and provided explanations as required. The May 2022 report showed a balance of **\$215,197.82** in the operating account. The capital reserve account increased to **\$640,662.51** due to an interest payment received. The balance in the operational reserve account remained the same at **\$232,138.13**. The Closure/Post/Closure account remained unchanged at **\$110,673.63**.

MOVED by K. Whitlock the May 2022 financial report be adopted as presented.

Carried.

MAY 2022 MONTHLY REQUISITION REPORT:

S. Schwartz presented the May 2022 monthly requisition report for information.

MAY 2022 ACCOUNTS FOR APPROVAL REPORT:

S. Schwartz presented the May 2022 cheques numbering 7131, 7255, and 7270 to 7293. and the debit memos and credit card changes for May 2022, and provided explanations as required.

Minutes of the Meeting of the VRRWMSO on July 6, 2022

MOVED by R. McDonald that the cheques numbered 7131, 7255, and 7270 to 7293, and the debit memos and credit card charges for May 2022 be accepted as presented.

Carried.

MAY 2022 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

S. Schwartz presented to May 2022 Vermilion transfer site outstanding accounts for information.

JUNE 2022 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

S. Schwartz presented the June 2022 Chief Administrative Officer's report, and provided explanations as required.

MOVED by S. Hryciuk that the June 2022 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

There was some discussion about computer and software issues for the scale house computer and for the Administrative Officer's computer. An upgrade on one or both may be required in the new year.

NEW BUSINESS:

1. Lakeland College Residences Renovations:

S. Schwartz outlined the problems that had occurred with a contractor request for a quote for disposal of the materials at the Vermilion transfer site from the Lakeland College dormitory and housing renovations. In future, all large contractor requests for disposal must be referred to either F. Schaumleffel or S. Schwartz. It should be noted that the Vermilion transfer site is not equipped to handle large-scale waste disposal from large contracts. Large-scale disposal contracts should be taken to a landfill in most cases.

S. Schwartz informed the Board that she had held a meeting with R. Borysiuk and his new scale house staff regarding the handling of the patrons that come into the site. Staff were not asking enough questions or doing enough checking of mixed loads as patrons arrived on the scale. It was explained to everyone that it is very important that scale house staff must be vigilant at all times.

OLD BUSINESS:

1. CAO Position Update:

Recruiting for this position will be addressed at the next meeting.

2. Vermilion Transfer Site Tender:

This topic will be addressed in detail at the August meeting.

Minutes of the Meeting of the VRRWMSD on July 6, 2022

The next meeting will be held on Tuesday, August 23, 2022, at 6:00 P.M. at the Vermilion transfer site.

Upcoming Meeting Date:

- Tuesday, September 27, 2022, at 6:00 P.M. at the Vermilion transfer site.

The meeting adjourned at 6:31 P.M.

These minutes have been adopted in their entirety at the August 23, 2022, meeting.

Chair

Date

From: [James MacDonald](#)
To: [NLLS Board](#); [NLLS Libraries](#); [Staff-NLLS](#); [Library Board Chairs](#)
Subject: Weekly Report 2022-08-19
Date: August 19, 2022 3:31:28 PM

Hello Board members, Library staff, and friends of Northern Lights Library System.

BOARD

- Read the [Board meeting highlights](#) from the May 28th annual general meeting.
- The next general board meeting will be Friday, August 26th, online (10:00am). The Executive will meet at 8am.
- The agenda for the Board meeting will be out on Monday. We will present the draft 2023 budget (along with projections through 2026) at this meeting.

OPERATIONS

- Heather Elliot (our marketing specialist) has tendered her resignation. Her last day will be August 31st. Heather has been with us for about 6 years and has made significant contributions to NLLS. She will be heading home to the east coast where her new forever home is under construction. We are very excited for Heather and wish her all the best in her exciting new adventure.
- We have completed our Microsoft tenant migration for the entire system! Thank you to TSI for working hard to get this done. We look forward to many training opportunities for library staff in the fall. [What's changed?](#)
- TSI and MLS site visits will continue throughout the summer and into the fall.
- Northern Lights will be renting 5 office spaces to a local accounting firm starting in the fall. With many of our consultants working remotely on a permanent basis we have the space.

LIBRARIES

- Vegreville Centennial Library is hiring a new library manager. [Spread the word](#). Joanne Knysch has been seconded for one day a week to help them work through the transition.
- Did you know we have GPS devices for geocaching? We have 5, and you can borrow them. This is a great summer activity. [Watch Rhonda and Jenna](#) pretend to use them in a strange Star Trek tricorder kind of way.
- Several of our library managers were interviewed by the CBC's Recommended Reads! Check them out: [Vermilion](#), [Lac La Biche](#), [Wainwright](#), [Cold Lake](#), and [Bon Accord](#).
- This weekend is the last opportunity to vote for your favourite sand art. [You can vote from this link](#).

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.aneliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600

Josh Crick (ML)

Zone 2

jcrick@md.bonnyville.ab.ca

780-545-5961

ML = Member at Large

Zones

Zone 1

Athabasca County

S.V. of Bondiss
S.V. of Sunset Beach
S.V. of Island Lake
S.V. of Island Lake South
S.V. of Mewatha Beach
S.V. of West Baptiste
S.V. of Whispering Hills
Smoky Lake County
Thorhild County
Town of Athabasca
Town of Smoky Lake
Village of Boyle
Village of Vilna
Village of Waskatenau

Zone 2

City of Cold Lake

County of St. Paul
County of Two Hills
Fishing Lake
Frog Lake
Lac La Biche County
M.D. of Bonnyville
S.V. of Pelican Narrows
Town of Bonnyville
Town of Elk Point
Town of St. Paul
Town of Two Hills
Village of Myrnam

Zone 3

Beaver County

Lamont County
Sturgeon County
Town of Bon Accord
Town of Bruderheim
Town of Gibbons
Town of Lamont
Town of Morinville
Town of Mundare
Town of Redwater
Town of Tofield
Town of Viking
Village of Andrew
Village of Holden
Village of Ryley

Zone 4

County of Minburn
County of Vermilion
River
M.D. of Wainwright
Town of Vegreville
Town of Vermilion
Town of Wainwright
Village of Chauvin
Village of Edgerton
Village of Innisfree
Village of Irma
Village of Kitscoty
Village of Mannville
Village of Marwayne
Village of Paradise Valley

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System
E jmacdonald@nlls.ab.ca | www.nlls.ab.ca
P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

From: [James MacDonald](#)
To: [NLLS Board](#); [Staff-NLLS](#); [NLLS Libraries](#); [Library Board Chairs](#)
Subject: Weekly Report - 2022-08-26
Date: August 26, 2022 3:57:57 PM

Hello Board members, Library staff, and friends of Northern Lights Library System.

BOARD

- Read the [Board meeting highlights](#) from TODAY August 26th. The draft budget was presented – to be voted on in November.
- The next general board meeting will be Friday, November 25th, ONLINE (10:00am). The Executive will meet at 8am.
- The On Reserve On Settlement grant agreement was signed this week. For more information on this grant see this [briefing note](#).

OPERATIONS

- We bid a warm welcome to Dalin Hatch. He was the successful candidate for our Support Technician, Technology Services and Infrastructure. Dalin started with us as a practicum student, became a summer student employee, and will now join us on a 1 year contract. Many of you have already met Dalin.
- We welcomed employees of Givens Accounting firm this week. They will occupy 5 offices on the west end of our building for a few years.

LIBRARIES

- Once again, we have completed our Microsoft tenant migration for the entire system! This said, we have the contractor until September 9th. Please ensure all your data made it in the transfer before that date.
- Leah Woodford, manager of Bonnyville library, has taken a new position in Chocrane. Leah will be with Bonnyville until the end of September. We are sorry to see her go. She has been a great asset to the system. We are very excited for her on her new adventure. Congratulations Leah!
- Vegreville Centennial Library is hiring a new library manager. [Spread the word](#).
- Our virtual reality headsets are up and running, new manuals have been created. Bookings are already taking place.

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.anheliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600
Josh Crick (ML)	Zone 2	jcrick@md.bonnyville.ab.ca	780-545-5961

ML = Member at Large

Zones

Zone 1	Zone 2	Zone 3	Zone 4
Athabasca County	City of Cold Lake	Beaver County	County of Minburn County of Vermilion
S.V. of Bondiss	County of St. Paul	Lamont County	River
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	M.D. of Wainwright

S.V. of Island Lake	Fishing Lake	Town of Bon Accord	Town of Vegreville
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	Town of Vermilion
S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Innisfree
Thorhild County	Town of Elk Point	Town of Redwater	Village of Irma
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Kitscoty
Town of Smoky Lake	Town of Two Hills	Town of Viking	Village of Mannville
Village of Boyle	Village of Myrnam	Village of Andrew	Village of Marwayne
Village of Vilna		Village of Holden	Village of Paradise Valley
Village of Waskatenau		Village of Ryley	

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

From: [James MacDonald](#)
To: [Library Board Chairs](#); [NLLS Board](#); [Staff-NLLS](#); [NLLS Libraries](#)
Subject: Weekly Report 2022-09-02
Date: September 2, 2022 1:38:09 PM

Hello Board members, Library staff, and friends of Northern Lights Library System.

BOARD

- Read the [Board meeting highlights](#) from August 26th; Or for the [full draft minutes](#).
- The next general board meeting will be Friday, November 25th, ONLINE (10:00am). The Executive will meet at 8am.
- The Advocacy Committee met earlier this week and finalized [a letter to the minister](#) and a letter to each of you. Municipal Councils and Library Boards will have an email inviting them to write their own letters and endorse ours.

OPERATIONS

- The staff held a lunch time barbecue on Wednesday to wish Heather Elliot a fond farewell on her last working day. Heather has been a big contributor to the success of the system over the last 6 years or so. She will be missed.
- We began the roll out of our new network security software (moving from Cylance to FortiEDR). We had a bit of a misstep with the download files right out of the gate but we anticipate the remainder of the process will be relatively smooth. The new software needs to be installed on all your computers by September 19th. Our TSI team is standing by should you need assistance.
- Monday September 5th we will be closed for the statutory holiday.

LIBRARIES

- The summer reading program is truly winding up. Alliah sent out the “super special secret libraries only submission form” it remains open until Monday. Check your email for that link if you still need it.
- I was in Waskatenau to visit with their library board this week. What a great little library and team at the Anne Chorney Public Library.
- I was in Athabasca on Thursday at their Archives. The archives is now setup with a state of the art digitization machine. It was nice to employ my digital archival background in helping get things going (I just had to knock the rust off those skills).
- Bonnyville library is hiring a new manager. [Spread the word](#).

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.aneliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600
Josh Crick (ML)	Zone 2	jcrick@md.bonnyville.ab.ca	780-545-5961

Zones

Zone 1

Zone 2

Zone 3

Zone 4

Athabasca County	City of Cold Lake	Beaver County	County of Minburn
S.V. of Bondiss	County of St. Paul	Lamont County	County of Vermilion
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	River
S.V. of Island Lake	Fishing Lake	Town of Bon Accord	M.D. of Wainwright
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	Town of Vermilion
S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Innisfree
Thorhild County	Town of Elk Point	Town of Redwater	Village of Irma
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Kitscoty
Town of Smoky Lake	Town of Two Hills	Town of Viking	Village of Mannville
Village of Boyle	Village of Myrnam	Village of Andrew	Village of Marwayne
Village of Vilna		Village of Holden	Village of Paradise Valley
Village of Waskatenau		Village of Ryley	

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

From: [James MacDonald](#)
To: [NLLS Board](#); [NLLS Libraries](#); [Staff-NLLS](#); [Library Board Chairs](#)
Subject: Weekly Report 2022-09-09
Date: September 9, 2022 2:32:37 PM

Hello Board members, Library staff, and friends of Northern Lights Library System.

BOARD

- Read the [Board meeting highlights](#) from August 26th; Or the [full draft minutes](#).
- The next general board meeting will be Friday, November 25th, ONLINE (10:00am). The Executive will meet at 8am.
- Our [letter to the minister](#) was sent last week. I've already seen at least 2 endorsement letters go out from our municipalities. We hope to see yours soon.

OPERATIONS

- Locks. We have nearly completed getting locks on all the interior doors at headquarters.
- 1/3 of our library's computers have been updated to the new security system replacing Cylance (FortiEDR). The TSI department will be working hard to ensure everything moves over by the 19th. Please see Tim's email to all library manager's from today "[ACTION REQUIRED] - 10 Days Remain to Install FortiEDR Security Software on Library Computers" with the details.

LIBRARIES

- The [summer reading program](#) is truly wrapping up. See the link for the final numbers from Alliah. 275 solid days of reading, 6600 hours! Amazing!
- I was in Innisfree to visit with their library board this week.
- Elk Point Municipal Library celebrates 75 years of service today. CONGRATULATIONS! I'll be there to help them celebrate at the end of the day. What a milestone.
- Bonnyville library is hiring a new manager. [Spread the word](#) and Vegreville continues [their search too](#).

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.aneliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600
Josh Crick (ML)	Zone 2	jcrick@md.bonnyville.ab.ca	780-545-5961

Zones

Zone 1	Zone 2	Zone 3	Zone 4
Athabasca County	City of Cold Lake	Beaver County	County of Minburn County of Vermilion River
S.V. of Bondiss	County of St. Paul	Lamont County	M.D. of Wainwright
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	Town of Vegreville
S.V. of Island Lake	Fishing Lake	Town of Bon Accord	Town of Vermilion
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	

S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Innisfree
Thorhild County	Town of Elk Point	Town of Redwater	Village of Irma
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Kitscoty
Town of Smoky Lake	Town of Two Hills	Town of Viking	Village of Mannville
Village of Boyle	Village of Myrnam	Village of Andrew	Village of Marwayne
Village of Vilna		Village of Holden	Village of Paradise Valley
Village of Waskatenau		Village of Ryley	

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

NLLS Meeting
August 26, 2022
10 AM via Zoom

The head board has been working on Executive Director Review

If our library has any milestones, NLLS wants to know.

Since the election is next year NLLS wants us to push advocating to our MLA. They are going to create a blanket ladder that they would like us to write it back in our own words as well as as a village create a letter of support to send to Garth. (They would like an increase to the levy. They don't want it based on population as rural towns are decreasing instead of increasing)

Our payment from the library to the system is due in November. They prefer online payment, but will still accept cheque if that is our only option. (Cheryl do you know how our library pays?)

<https://librarytrustees.ab.ca/> has lots of good webinars on it. If the library meetings are short they suggest watching some of these as a board and discussing. (Cheryl thought you could pass this along.)

A motion was made and we will now go to 2 in person meetings May- AGM and November Budget. Other 2 meetings held zoom.

Conversation is made about who is covering the cost of km driven? Motion is made that NLLS will pay for the 2 meetings in person. Motion carried.

Change the location of board meetings is an option for November meetings as May is in conjunction with the conference.

Policies - motion to carry all the updated policies - all in favor

Travel policy - changing the rate for the mileage from provincial to CRA's rate. New rate to .61 cents. Motion carried.

Budget - motion to table till november

Adjourned 12:45

**MINUTES OF THE INAUGURAL ORGANIZATIONAL MEETING OF THE BOARD OF
DIRECTORS FOR THE LLOYDMINSTER REGION HOUSING GROUP**

****Wednesday, August 31, 2022****

1:00 p.m.

Meridian Room, City Hall Lloydminster

Present: M. Arnold, M. Diachuk, D. Driedger, D. Frank, L. Marin, R. McDonald,
C. Murray, D. Roth and J. Stelmaschuk
Regrets: L. Crockett, H. Flieger and A. Rainey
Administration: CAO Stang-Livingston, Administrator Bell

1. Call to Order

CAO Stang-Livingston call the meeting to order at 1:04 pm.

2. Election of Officers (Chair, Vice-Chair, Secretary/Treasurer)

Stang-Livingston called for nominations from the floor for the position of Chair.

Frank nominated Roth, Roth accepted the nomination.

Murray nominated Diachuk, Diachuk accepted the nomination.

No other nominations were voiced.

Board Members Roth and Diachuk excused themselves from the room.

Stang-Livingston called for the vote.

Board Member Diachuk was elected Board Chair.

Stang-Livingston relinquished chair duties to Chairperson Diachuk.

Diachuk called for nominations from the floor for the position of Vice-Chair.

Murray nominated Stelmaschuk, Stelmaschuk accepted the nomination.

Arnold nominated Roth, Roth accepted the nomination.

No other nominations were voiced.

Board Members Stelmaschuk and Roth excused themselves from the room.

Diachuk called for the vote.

Board Member Roth was elected Vice-Board Chair.

Diachuk called for nominations from the floor for the position of Secretary-Treasurer.

Murray nominated Stelmaschuk, Stelmaschuk accepted the nomination.

McDonald nominated Marin; Marin respectfully declined the nomination.

No other nominations were voiced.

Board Member Stelmaschuk was elected Secretary-Treasurer by acclamation.

3. Adoption of agenda

Agenda accepted as presented, with the amendment in header to read “AGENDA FOR THE ORGANIZATIONAL MEETING..” replacing “AGENDA FOR THE REGULARY SCHEDULED MEETING..” – Frank/McDonald – c)

4. Approval of Minutes

4.1 Motion: To accept the minutes of the June 15, 2022 meeting of Lloydminster Region Housing Group with the amendment to section 3. “Moved to adopt by Lorelee, Seconded by Don carried” to read “Seconded by Rod”. – Stelmaschuk/Driedger – c)

4.2 Motion: To accept the minutes of the June 17, 2022 meeting of Pioneer Lodge and House as presented – Murray/Arnold – c)

4.3 Motion: To accept the minutes of the July 6, 2022 meeting of the joint boards of Lloydminster Region Housing Group and the Pioneer Lodge and House Committee. – Murray/Frank -c)

5. Reports:

A. Financial LRHG:

Motion: To accept the financial documents as listed for information:

Balance Sheet, Income Statement, Bank Recs June 30, 2022

Balance Sheet, Income Statement, Bank Recs July 31, 2022

- Frank c)

Motion: to accept payment of cheques, as outlined on the Aug 15, 2022 cheque run. – McDonald/Roth -c)

Pioneer Lodge and House:

Motion: To accept the financial documents as listed for Information:

Profit and Loss for period ending July 31, 2022

Bank reconciliations June 23 and July 23, 2022

Mastercard purchases, June 14, 2022

- Murray c)

Motion: to approve cheques 3230 - 3292, including payroll and direct withdrawals in the amount of \$1,184,002.96 for payment.

- Roth/ Stelmaschuk – c)

B. Vacancy rates and waiting lists were reviewed.

6. CAO Report - verbal

Pioneer Administrator’s Report - verbal

Motion: To move to In Camera session at 2:08 pm. – Murray – c)

Motion: To move out of In Camera session at 2:48 pm. Stelmaschuk – c)

7. Old Business:

Stang-Livingston gave a verbal report on the following for information:

- 7.1 Cement step repair – Alberta Rose Manor – Quote for work \$2,603 – will be completed depending on funds avail this year
- 7.2 Budget Carryover work completed for the year (shingles FV & windows/doors Kitscoty houses \$74,243)

8. New Business:

1. Letter FV tenant
Letter was reviewed by Stang-Livingston
2. Covid Outbreak within Pioneer House
Bell reviewed a written report.
3. Cancellation of nurse call service contract
A written report was reviewed by Bell.
4. Approve new organizational structure
Motion: To approve the organizational chart dated June 20, 2022. -Frank/Marin -c)
5. Approve Business Plan 2023-25
Motion: To approve the 2023 – 2025 LRHG Business Plan and the revised Strategic Plan developed in August 2022 as presented. – Stelmaschuk/Driedger -c)

Board member Murray left the meeting at 3:07 returning at 3:10.

6. Approve salary grid
Motion: To approve the salary grid associated with the new organization chart as presented. – Roth/Arnold c)

Board Chair Diachuk left the meeting at 3:12 returning at 3:15.

7. Newsletter to tenants
Different ways of promoting the upcoming changes were discussed.
8. Public announcement
Options involving which positions and which individuals should be the focal point of the announcement.
9. Motion to advertise positions
Motion: That an interview committee be established, composed of Roth, Stelmaschuk and Diachuk. – Marin/Arnold – c)

Motion: That the motion passed at the July 6, 2022, meeting regarding the hiring process for the positions of Chief Executive Officer, Director of Operations and Controller be revised to read “To begin the hiring process for the positions of Chief Executive Officer and Controller”. – Stelmaschuk/Frank – c)

10. Board Governance Structure

Motion: The signing authorities for Lloydminster Region Housing Group shall be the individuals filling the positions of CAO, Chairperson, Vice Chairperson and Secretary/Treasurer. Currently those individuals are D. Stang-Livingston, M. Diachuk, D. Roth and J. Stelmaschuk. The signing authorities named at the 2022 organizational meeting for Pioneer Lodge and House shall remain until December 31, 2022. They are J. Bell, L. Lorenz, D. Roth and M. Diachuk. – **Murray/Driedger – c)**

Further discussion tabled until next meeting.

9. Correspondence:

A letter from the First Baptist Church was received for information. The First Baptist Church has acknowledged that they will no longer be assigned a seat on the Board of Lloydminster Region Housing Group and their current member, Lou Crockett has resigned from that position.

10. Date and time of next meeting

September 27, 2022, 7:00 pm in the Meridian Room, Lloydminster City Hall.
October 25, 2022, 7:00 pm in Council Chambers, County of Vermilion River.

11. Motion of Adjournment

Motion: To Adjourn the meeting at 3:47 pm - **Murray**

D. Stang-Livingston, C.A.O.

Date

M. Diachuk, Chairperson

Date

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System
Via Zoom

10:00 AM Friday, August 26, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/86341652119?pwd=eIBRdnVXemQ4UU4rR1RKcDJPYjBwZz09>

Meeting ID: 863 4165 2119

Passcode: 205955

AGENDA

Mission: Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

1. Call to order [10:00 am]
2. Acknowledgement of Treaty 6 and Land of the Metis:

Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

3. Quorum
4. Adoption of Agenda
5. [Minutes of the May 28th NLLS Board meeting](#)

For Information

6. Chairperson's Report – (verbal) Vicky Lefebvre
Letter to the minister – [Draft letter](#)
Briefing note: Maxine Fodness met with the minister in July with the County of St. Paul. They raised the issue of library funding. The minister suggested that a letter outlining the request from as many municipalities as possible would be helpful. He asked that the letter be sent to his Chief of Staff, Greg Smith, as well as himself. The Edmonton public library has sent a letter recently too. Their request does not meet our needs. [See their letter](#). A letter on behalf of mid-size libraries has also been recently sent, [see here](#). Note: The Chairs of YRL and Parkland will be calling a meeting for system directors and chairs to discuss advocacy, strategy, messaging in September. Should we choose to send a letter we may wish to wait for this meeting.
7. [Alberta Library Trustee Association \(ALTA\) report](#) – Jennifer Anheliger
8. Questions from the floor for the Executive Director

For Decision

9. Board Meetings
Briefing Note: Meetings are generally held the last Friday or Saturday of February, May, August, and November. With such a new board we'd like to determine if there is a

preference for Fridays or Saturdays and how many meetings should be held in-person versus virtually. In our last meeting it was moved to table the question of general board meeting dates to the August general board meeting and the availability of cost comparisons of meeting formats.

The mileage cost for an in-person general Board meeting (if all were to attend) would be \$7,935.49 plus the catering for breakfast and dinner (approximately \$500). Meetings range in cost from about \$6,000 to \$8,500.

There are 3 items to consider:

- What day of the week should we meet (Friday or Saturday)? Consider:
 - many Board members are working individuals who may have trouble attending during the week.
- How many in-person meetings versus virtual meetings? Consider:
 - 2 of our meetings are during winter months with likely poor roads
 - back-to-back in-person meetings would be less valuable
 - an in-person meeting in conjunction with the May conference encourages conference participation.
- Should NLLS or the local municipalities cover mileage costs? Consider:
 - NLLS has traditionally covered mileage because the distances from each municipality to the meeting are not equitable. Vermilion or St. Paul will pay significantly less than Bon Accord or Boyle.
 - NLLS is exploring the idea of moving the location of the Board meetings from Elk Point to other points around the system. This would make it harder to judge mileage costs but potentially more equitable for municipalities if they were to carry the cost.

Draft Motion: move that future general board meetings will be held the last Friday/Saturday of February, May, August, and November.

Draft Motion: move that future general Board meetings be conducted online _ times per year and conducted in-person _ times per year.

10. Policies

Briefing Note:

Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.

[Conflict of Interest](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Financial Matters](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Substance Abuse](#)

Briefing Note: Standard review process. Updates to grammar and wording. No substantive change intended. Removed redundant wording and impractical requirements.

[Workplace Impairment](#)

Briefing Note: Recommend deleting this policy as it is covered in the substance abuse policy.

[Contractors and Technicians](#)

Briefing Note: Recommend deleting this policy as it is covered by the budget and request for purchase policies.

[Pay Days](#)

Briefing Note: Recommend deleting this policy as it is covered in the Hours of Work policy.

[Continuing Education](#) and [Professional Development](#)

Briefing Note: This was originally one policy. We split this into two policies for greater clarity between professional development and continuing education. NLLS does not require staff to reimburse regular PD activities. Reporting on PD activities to include managers.

[Hours of Work](#)

Briefing Note: Updates to reflect new pay system and alternative working schedules.

[Working Remotely](#)

Briefing Note: Changes to require written agreements between employer and employee for permanent remote work. Requires staff to complete a remote work safety assessment annually.

[Working Alone](#)

Briefing Note: Modernized the procedural aspects of this policy and identified working alone situations.

NEW policies for potential adoption

[Travel Policy](#)

Briefing Note: This policy sets expectations regarding travelling for work purposes, including hotels, mileage, meals, rental vehicles, personal vehicle use, etc. The policy is necessary with greater use of personal vehicles and more remote work.

This travel policy moves from the Alberta Provincial mileage rate of 50.5 cents per kilometer to the CRA rate of 61 cents per kilometer (for the first 5,000 kilometers) and 55 cents per kilometer over 5,000 kilometers in a year. This move was proposed as the Alberta rate has not changed in more than 15 years while fuel and vehicle maintenance costs have risen dramatically in that period. While many Alberta organizations and municipalities continue to operate under the provincial rate a growing number are transitioning to the CRA rate.

Moving to the CRA rate would cost the organization approximately \$8,760.74 – (the approximate mileage cost of an in-person general Board meeting). If all expected travel takes place and the organization continues to fund mileage for general board meetings.

Draft Motion: move to accept all the proposed policy changes as an omnibus package.

Draft Motion: move to remove the "Travel Policy" from the omnibus motion for further discussion.

11. Draft Budget 2023 – [Draft budget - Presentation](#)

Briefing Note: this budget presents a 4-year projection of system costs and proposes a modest 1.5% levy increase year over year. Despite the modest increase the projection relies on drawing from system savings (decreasing year over year) to align expenses with income while improving services.

Draft motion: move to accept the draft budget in principle and return to the Executive Committee for final approval by the Board in November meeting.

12. Adjournment

From: [James MacDonald](#)
To: [NLLS Libraries](#); [NLLS Board](#); [Library Board Chairs](#); [Staff-NLLS](#)
Subject: Weekly Report 2022-09-16
Date: September 19, 2022 8:49:48 AM

Hello Board members, Library staff, and friends of Northern Lights Library System.

BOARD

- Read the [Board meeting highlights](#) from August 26th; Or the [full draft minutes](#).
- The next general board meeting will be Friday, November 25th, ONLINE (10:00am). The Executive will meet at 8am.
- A friendly reminder that if you are unable to make a Board meeting simply send me or the Board Chair (Vicky Lefebvre gillesvicky74@gmail.com) an email noting your pending absence or the alternate's name who will attend. The Libraries Act automatically disqualifies anyone from service if 3 consecutive meetings are missed.
- Thank you to those that have sent endorsement letters of our request to [the minister](#). It is not too late to send your own.
- The fall webinar series from the Alberta Non-profit Learning Centre are now available. Looking to hone your Board skills? [Check them out here](#).

OPERATIONS

- We are working hard to complete the migration from Cylance to FortiEDR. Thank you for working with us to ensure this essential security software gets in place.
- The management team met this week for an intense planning session on Thursday and Friday. We are very pleased with the progress we are making. The implementation plan for 2022 is coming along very well.

LIBRARIES

- The village of Glendon made a motion in council on Tuesday night to join the Northern Lights Library System! This is step one in the process, but the true journey now begins. A big welcome to Glendon!
- Bonnyville library is hiring a new manager. [Spread the word](#).

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.anheliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600
Josh Crick (ML)	Zone 2	jcrick@md.bonnyville.ab.ca	780-545-5961

Zones

Zone 1	Zone 2	Zone 3	Zone 4
Athabasca County	City of Cold Lake	Beaver County	County of Minburn County of Vermilion
S.V. of Bondiss	County of St. Paul	Lamont County	River
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	M.D. of Wainwright
S.V. of Island Lake	Fishing Lake	Town of Bon Accord	Town of Vegreville
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	Town of Vermilion

S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Innisfree
Thorhild County	Town of Elk Point	Town of Redwater	Village of Irma
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Kitscoty
Town of Smoky Lake	Town of Two Hills	Town of Viking	Village of Mannville
Village of Boyle	Village of Myrnam	Village of Andrew	Village of Marwayne
Village of Vilna		Village of Holden	Village of Paradise Valley
Village of Waskatenau		Village of Ryley	

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: SEPTEMBER 26TH, 2022

- **Back Alley Closure**
 - Sent letters to homeowners on August 25th regarding closure of the back alley behind 5th St Close and 4th Avenue N during the walking trail construction commencing September 15th through 30th.
 - Also advertised closure on social media and website.

- **Summer Student Grant**
 - Completed reporting for our temporary summer student grant funding.
 - Student wrapped up on August 26th, 2022.

- **Capital Projects for 2023**
 - Currently working with Public Works Staff to identify priorities for 2023 projects using the asset management plan.
 - Waiting on quotes for paving projects and sidewalk replacement for the 2023 interim budget scheduled for Council review in October and approval in November.

- **Sewer Flushing**
 - Sewer flushing has been completed with the exception of the main trunk which is scheduled for end of September.

- **Spraying**
 - Knights spraying was in the Village the week of September 12th and 19th to conduct our fall spraying of dandelions and scentless chamomile.

- **RCMP Town Hall**
 - The RCMP hosted an in person town hall meeting for our residents on September 21st in Kitscoty. The Village shared this information on social media and our website so that anyone interested could attend to voice their concerns.

- **Tax Recovery**
 - Tax auction was cancelled. All arrears were paid prior to the September 26th, 2022 deadline.

- **Canada Community Revitalization Fund Payment**
 - We received our first reimbursement for the splash park and walking trail project in the amount of \$112,000.

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Aug-2022



GL5410

Date : Aug 26, 2022

Page : 1

Time : 3:30 pm

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
Operating Revenue			
General Government	(61,750.00)	(118,688.28)	56,938.28
Protective Services	(1,600.00)	(907.50)	(692.50)
Transportation Services	(50,450.00)	(1,247.73)	(49,202.27)
Utility - Water Services	(331,150.00)	(250,403.85)	(80,746.15)
Utility - Wasterwater Services	(76,540.00)	(44,310.37)	(32,229.63)
Environmental Health Services	(78,330.00)	(49,822.10)	(28,507.90)
Community Services	(408,025.00)	(47,440.10)	(360,584.90)
Recreation and Cultural Services	(2,220.00)	(1,665.00)	(555.00)
Total Operating Revenue	(1,010,065.00)	(514,484.93)	(495,580.07)
Capital Revenue			
Government Transfer For Capital	(95,165.00)	(194,002.87)	98,837.87
Reserve Capital	(125,000.00)	0.00	(125,000.00)
Total Capital Revenue	(220,165.00)	(194,002.87)	(26,162.13)
Operating Expense			
Legislative Services	29,900.00	12,063.69	17,836.31
Administrative Services	296,145.00	242,471.92	53,673.08
Protective Services	41,932.00	35,385.01	6,546.99
Transportation Services	208,579.00	133,068.58	75,510.42
Utility - Water Services	394,975.00	299,898.94	95,076.06
Utility - Wasterwater Services	50,598.00	24,907.30	25,690.70
Environmental Health Services	74,695.00	50,221.86	24,473.14
Community Services	524,900.00	199,208.38	325,691.62
Recreation and Cultural Services	68,257.00	33,745.73	34,511.27
Total Operating Expense	1,689,981.00	1,030,971.41	659,009.59
Capital Expense			
Utility	80,000.00	72,390.00	7,610.00
Capital Purchase	45,000.00	0.00	45,000.00
Additional Cash Requirements	54,000.00	0.00	54,000.00
Total Capital Expense	179,000.00	72,390.00	106,610.00
Taxation			
Municipal Taxation	616,241.00	(488,823.67)	1,105,064.67
School Taxation In	112,676.00	(112,675.50)	225,351.50
School Taxation Out	0.00	55,683.40	(55,683.40)
Local Improvements In	(23,203.00)	(22,380.00)	(823.00)
Local Improvements Out	37,500.00	6,654.63	30,845.37
Total Taxation	743,214.00	(561,541.14)	1,304,755.14
Total GENERAL OPERATING FUND	1,381,965.00	(166,667.53)	1,548,632.53
Total Surplus (-)/Deficit	1,381,965.00	(166,667.53)	1,548,632.53

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Aug-2022



GL5410

Date : Aug 26, 2022

Page : 2

Time : 3:30 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Unposted Included

Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected

Sub Group Level Selected

Group Total Selected

Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Aug 29, 2022 Time : 1:51 pm

Supplier : 10 To ZARC
 Cheque Dt. : 29-Aug-2022 To 29-Aug-2022
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4231	29-Aug-2022	10001	Gas Utility CVR	Issued	78	C	121.76
4232	29-Aug-2022	10025	Vermilion River Regional Waste	Issued	78	C	5,755.00
4233	29-Aug-2022	10113	TELUS	Issued	78	C	179.86
4234	29-Aug-2022	ASW	Sparky Industries Inc.	Issued	78	C	123.90
4235	29-Aug-2022	BECL	Bi-Systems Electric & Controls Ltd.	Issued	78	C	434.96
4236	29-Aug-2022	ELEME	Element Materials Technology Canada Inc.	Issued	78	C	261.00
4237	29-Aug-2022	GRACA	Grant, Carry	Issued	78	C	91.20
4238	29-Aug-2022	KNEEK	Kneen, Kathleen 'Kay'	Issued	78	C	252.00
4239	29-Aug-2022	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	78	C	73.40
4240	29-Aug-2022	VCOC	V3 Companies of Canada Ltd.	Issued	78	C	9,649.96
4241	29-Aug-2022	WRD	Wells Fargo Equipment Fin Co	Issued	78	C	785.52
4242	29-Aug-2022	10032	Receiver General For Canada	Issued	79	C	10,150.83
4243	29-Aug-2022	AISL	AMSC Insurance Services Ltd	Issued	79	C	2,210.40

Total Computer Paid :	30,089.79	Total EFT PAP :	0.00	Total Paid :	30,089.79
Total Manually Paid :	0.00	Total EFT File :	0.00		

13 Total No. Of Cheque(s) ...

VILLAGE OF MARWAYNE

Cheque Register-Summary-Bank



MARWAYNE

AP5090

Page : 1

Date : Sep 16, 2022

Time : 2:18 pm

Supplier : 10 To ZARC

Cheque Dt. : 16-Sep-2022 To 16-Sep-2022

Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4244	16-Sep-2022	PT00000004	1384360 Alberta Ltd	Issued	82	C	539.97
4245	16-Sep-2022	10012	Parkland Industries- Race Trac Gas	Issued	83	C	3,668.89
4246	16-Sep-2022	10099	Marwayne Public Library	Issued	83	C	1,078.70
4247	16-Sep-2022	10113	TELUS	Issued	83	C	394.31
4248	16-Sep-2022	ACCUR	Accurate Industries Canada Inc	Issued	83	C	200.00
4249	16-Sep-2022	ACE	ACE	Issued	83	C	11,672.10
4250	16-Sep-2022	AGLIN	John Deere Financial Inc	Issued	83	C	98.34
4251	16-Sep-2022	AISL	AMSC Insurance Services Ltd	Issued	83	C	2,198.81
4252	16-Sep-2022	ASC3	Alberta Municipalities Strength in Members	Issued	83	C	6,842.74
4253	16-Sep-2022	ATSED	ATS Traffic Alberta	Issued	83	C	615.59
4254	16-Sep-2022	BECL	Bi-Systems Electric & Controls Ltd.	Issued	83	C	425.51
4255	16-Sep-2022	COL	City of Lloydminster	Issued	83	C	105.06
4256	16-Sep-2022	FGD	Frontier Glass & Door	Issued	83	C	501.38
4257	16-Sep-2022	FLAUR	F'Laura N' Company Greenhouse Ltd.	Issued	83	C	1,102.50
4258	16-Sep-2022	GRACA	Grant, Carry	Issued	83	C	399.00
4259	16-Sep-2022	IN-CP	In-Line Contracting Ltd.	Issued	83	C	200.00
4260	16-Sep-2022	KENNS	Kennedy, Shannon	Issued	83	C	120.00
4261	16-Sep-2022	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	83	C	73.40
4262	16-Sep-2022	MUEFS	Mueller, Fred AND Dorward, Sheila	Issued	83	C	150.00
4263	16-Sep-2022	RIPED	Rippin Edge Hydrovac Services	Issued	83	C	200.00
4264	16-Sep-2022	RSL	Reid Signs Ltd.	Issued	83	C	2,512.13
4265	16-Sep-2022	SHAHAR	Harrower, Shannon	Issued	83	C	92.81
4266	16-Sep-2022	SLOBT	Tamara Sloboda CPA CGA	Issued	83	C	3,025.44
4267	16-Sep-2022	TAXER	TAXERVICE	Issued	83	C	728.70
4268	16-Sep-2022	TM	TELUS	Issued	83	C	83.44
4269	16-Sep-2022	VCOC	V3 Companies of Canada Ltd.	Issued	83	C	15,607.67
4270	16-Sep-2022	WAGL	Wainwright Assessment Group Ltd	Issued	83	C	729.75

Total Computer Paid :	53,366.24	Total EFT PAP :	0.00	Total Paid :	53,366.24
Total Manually Paid :	0.00	Total EFT File :	0.00		

27 Total No. Of Cheque(s) ...

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Sep 15, 2022

Page : 1

Time : 10:01 am

Period : 8
 Year : 2022
 For Bank : ATB

Statement Date : 31-Aug-2022
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
4181	11-Jul-2022	AP	7	2022	-375.00	Border Paws Animal Shelter
4196	26-Jul-2022	AP	7	2022	-5755.00	Vermilion River Regional Waste
4216	12-Aug-2022	AP	8	2022	-57.14	Grant Carry
4221	12-Aug-2022	AP	8	2022	-102.30	Kat Traks Ltd.
4231	29-Aug-2022	AP	8	2022	-121.76	Gas Utility CVR
4232	29-Aug-2022	AP	8	2022	-5755.00	Vermilion River Regional Waste
4233	29-Aug-2022	AP	8	2022	-179.86	TELUS
4234	29-Aug-2022	AP	8	2022	-123.90	Sparky Industries Inc.
4235	29-Aug-2022	AP	8	2022	-434.96	Bi-Systems Electric & Controls Ltd.
4236	29-Aug-2022	AP	8	2022	-261.00	Element Materials Technology Canada Inc.
4237	29-Aug-2022	AP	8	2022	-91.20	Grant Carry
4238	29-Aug-2022	AP	8	2022	-252.00	Kneen Kathleen 'Kay'
4239	29-Aug-2022	AP	8	2022	-73.40	MCSNet-Lemalu Holdings Ltd.
4240	29-Aug-2022	AP	8	2022	-9649.96	V3 Companies of Canada Ltd.
4241	29-Aug-2022	AP	8	2022	-785.52	Wells Fargo Equipment Fin Co
4242	29-Aug-2022	AP	8	2022	-10150.83	Receiver General For Canada
4243	29-Aug-2022	AP	8	2022	-2210.40	AMSC Insurance Services Ltd
16901	01-Sep-2022	CR	8	2022	28362.50	CR; DEPT:[VILLAGE OFFICE] D#[169].

Bank Balance Statement	496641.98	as of 31-Aug-2022
Add outstanding deposits	28362.50	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-36492.11	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	488512.37	
GL Bank Account Balance	488512.37	as of Period : 8 Year : 2022
Difference	0.00	

VILLAGE OF MARWAYNE
Billing Register Report Detailed



UB4110 Page : 28
 Date : Sep 01, 2022 Time : 11:09 am

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2022090101]
 To : [2022090101]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 01-Sep-2022 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	3		3.00	105.00		
01	WBULK	Bulk Water	4		4.00	345.64	9.90	2.48
01	WCOM	Commercial Water	24		24.00	2,927.70	445.00	18.54
01	WIND	Industrial Water	1		1.00	192.50	30.00	30.00
01	WINS	Institutional Water	3		3.00	424.50	54.00	18.00
01	WLF	Water Line Fee	258		258.00			
01	WMUN	Municipal Properties	2		2.00		3.00	1.50
01	WPUB	Public Building Water	9		9.00	479.00	28.00	3.11
01	WRES	Residential Water	238		238.00	21,542.33	2,847.00	11.96
02	SCOM	Commercial Sewer	23		23.00	440.65		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	180.00		
02	SRES	Residential Sewer	239		239.00	4,741.30		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	238		238.00	6,255.70		
Book 000 Totals :			1057		1,057.00	37,892.32	3,416.90	
Totals			1057		1,057.00	37,892.32	3,416.90	

Provincial Health Tour | Summer 2022

Lloydminster – July 20, 2022

What We Heard Summary

The Government Alberta and Alberta Health Services are jointly hosting a series of engagement conversations across Alberta over summer 2022. The Provincial Health Tour was designed to allow Alberta Health and Alberta Health Services to engage with healthcare staff, partners and stakeholders in communities across the province; to share current approaches and priorities, discuss current state and future opportunities, celebrate our successes and to work together to identify strategies to address challenges within the healthcare system.

Lloydminster

42 Internal stakeholders representing healthcare staff and physicians participated, along with municipal and community leaders



MLA Garth Rowswell (Vegreville-Lloydminster-Wainwright) welcomed stakeholders.

Minister of Health Jason Copping provided an update on healthcare including sharing successes and an update on Government investment and areas of focus.

AHS Vice-President and Chief Health Operations Officer Deb Gordon shared the AHS Health Plan and priority areas, as well as the challenges and opportunities for our future vision.

The power of partnerships

The Lloydminster Region Health Foundation is an excellent example of the partnerships that contribute to AHS' success.

Crossing borders and health authorities, the foundation has supported the work of AHS staff and programs that exist in the Lloydminster hospital.

Thanks to the generosity of the foundation and its donors, AHS benefitted from the creation of the foundation's COVID-19 Emergency Fund.

The fund supported valuable initiatives, such as the provision of PPE and upgrades to the facilities that included defibrillators, crash carts, portable oxygen machines and more.

What We Heard – Provincial Tour Summer 2022

Lloydminster

Alberta Health Highlights

Budget

Alberta Health’s budget is \$22B, and anticipated to increase by \$600M a year over the next three years including key investments as follows:

- \$64M increase to EMS budget
- \$60M in new funding over three years to expand recovery-oriented support for people experiencing addiction and mental health issues
- \$3.7B for continuing care, community care and home care programs
- \$3.5B over three years in capital funding for health facilities, equipment and IT systems across the province.
- The Health Capital plan also includes \$45M over three years for the Rural Health Facilities Revitalization Program.

Physician Recruitment

Approximately \$90M is being spent in 2022 including:

Rural Remote Northern Program:	~\$57M	Rural Medical Education:	~\$6M
Rural Integrated Community Clerkship Program:	~\$4M	Rural Health Professions Action Plan (RhPAP):	~\$9M
Locum Program:	~\$3M	Rural Physician On-Call program:	~\$12M

Alberta Health is working with RhPAP on its Rural Education Supplement and Integrated Doctor Experience (RESIDE) program to help address challenges in rural and remote areas.

System Recovery

Over the next three years, AHS will perform between 20 and 23 per cent more surgeries compared to 2018-19 to reduce surgical wait lists.

AHS will return to pre-pandemic surgery wait list status by the end of 2022-23.

AHS is resuming many regular public health activities in 2022-23.

AHS will add 50 permanent, fully staffed ICU spaces by the second quarter of 2022-23.

Government is providing funding for more ground ambulances and additional EMS staff.

In each of the next three years, AHS will add about 1,000 new continuing care spaces and increase the number of unique home care clients by four per cent.

What We Heard – Provincial Tour Summer 2022

Lloydminster

AHS Health Plan 2022-25

AHS is entering a new era of transformation and innovation. The Health Plan 2022-25 is the roadmap for this exciting journey. At the heart of this plan are the 10 priorities that align with direction from the Minister of Health and reflect feedback from patients, clients and families who have received care from AHS.

The 10 priorities are:

- | | |
|--|---|
|  <p>1. Alberta Surgical Initiative
Implementation of the Alberta Surgical Initiative, ensuring that, by 2025, all Albertans receive their scheduled surgeries within clinically approved wait times.</p> |  <p>6. Rural Initiatives and Engagement
Rural engagement and rural initiatives, to strengthen partnerships with rural communities, to better support the rural healthcare workforce and to better meet the unique needs of Albertans living in non-urban communities.</p> |
|  <p>2. EMS 10-Point Plan
Implementation of the EMS 10-Point Plan, designed to improve EMS services and availability, especially in rural and remote communities.</p> |  <p>7. Continuing Care
Continuing care, increasing the numbers of continuing care spaces and living options, expanding home care hours, and shifting reliance from facility – to home-based care when appropriate.</p> |
|  <p>3. Mental Health and Substance Use Recovery
Mental health and opioid recovery, which includes adding AHS-managed treatment spaces, and expanding in-person and virtual recovery-oriented programs and services.</p> |  <p>8. Workforce Recruitment and Retention
Workforce recruitment and retention, which involved supporting our current workforce following more than two years of pandemic response, as well as recruiting and retaining needed healthcare workers.</p> |
|  <p>4. Pandemic Response and Recovery
Pandemic recovery, which involves adding acute care spaces (ICE beds), supporting continued access to vaccines and treatments to COVID-19, and establishing specialty clinics to support Albertans with ongoing COVID-19 symptoms.</p> |  <p>9. Quality of Patient Outcomes
Quality of Patient Outcomes, ensuring patient safety and high-quality care are maintained and enhanced during a period of transformative change in the organization.</p> |
|  <p>5. Digital Health Evolution and Innovation
Digital health evolution and innovation, including the ongoing rollout of Connect Care and continued expansion of virtual health to support more community – and home-based care, programs and services.</p> |  <p>10. Sustainability
Financial sustainability, ensuring that AHS is run efficiently, with Albertans getting full value for every health dollar.</p> |

At the event, we held a working session where participants reflected on the following questions:

What We Heard – Provincial Tour Summer 2022 Lloydminster

- *What is our healthcare system doing well?*
- *What challenges currently exist within the system?*
- *In addition to what is currently being done, how can we better address challenges?*
- *What can you do to improve the provision of healthcare in your community?*



Here's a sampling of what we heard in Lloydminster.

What we are doing well

There was significant praise for the AHS **workforce**, particularly for the dedication shown throughout the past two in managing the pandemic. One participant identified the Wainwright program training healthcare aides through a partnership with the University of Calgary as a success and others spoke of frontline staff in general who are making a difference and care about the community.

“Doctors that make a difference and are passionate for their work.”

“Solid foundation and good values.”

Access was also a major topic of discussion. Several participants talked about how well acute care does, in general, once people are in the system. Success highlights included the Vermilion day surgery program and the ability to access HandiBus for transfers to appointments.

Participants also identified appreciation for **resources** within mental health and specialized services such as physiotherapy and dialysis and health promotion programs and services.

Top healthcare challenges & opportunities

Workforce – Shortages of physicians and staff was a number one challenge identified in Lloydminster, as it was in other communities. Recruitment and retention, the toll being short-staffed is having on people and burnout were part of many discussions.

Recommendations considered by the groups included programs to incentivize individuals training to become doctors and/or nurses to practice in rural areas of the province and working with professional colleges to reduce barriers to increasing scope of practice. Municipal leaders in attendance acknowledge their role to help promote careers in healthcare and added that creating incentives to keep young people or support their return to their rural roots was emphasized.

“Work with colleges to lighten barriers with out-of-country doctors and RNs increased scope of work.”

Several participants raised concern about opening new continuing care space without the staff

What We Heard – Provincial Tour Summer 2022 Lloydminster

to support the residents.

Funding/understanding jurisdiction for out of province patients was an issue highlighted in the unique border city – juggling jurisdiction and understanding responsibilities with Saskatchewan Health.

Local decision-making: More involvement from the community and local leaders was identified as an opportunity to address many of the challenges identified in Lloydminster and the surrounding communities represented at the event.

“Both Health Authorities appear to treat Lloydminster as a portion versus a whole.”

“Don’t just invite us to your table, come join us at ours and have open two-way conversations.”

Communication, two-way dialogue and conversation and more opportunities to connect were also suggested by several participants. They also identified the negative influence all the “wage negotiations and budgets” media have on young people making decisions about their futures and choosing their career trajectory.

Access & Resources – Many discussions focused on the need more mental health resources and wait times. One participant said there is a *“significant issue with wait times and continuous changes to appointment dates resulting in complications and further deterioration of health”* for patients. Several also commented that lag time for appointments for mental health support have a negative effect on an individual’s health.

There is an opportunity to improve through more engagement with the community and development of community partnerships. These could positively address many of the challenges identified, said one participant.

What We Heard – Provincial Tour Summer 2022 Lloydminster

Evaluation of event

Participants told us:

- Of the 26 individuals who completed a survey:
 - 24 (92%) responded that the topic was highly relevant, and something they wanted to know more about (19 ranked as 5 out of 5; 5 as 4)
 - 24 (92%) felt strongly that the session was a good use of their time (16 ranked as 5 out of 5; 8 as 4)
- Many respondents indicated that the most valuable part of the meeting was the opportunity to share successes and challenges, and to hear other perspectives.
- Participants indicated a desire for more time to discuss the questions and the preference to receive the agenda in advance.

“Lots of the ideas from all involved were excellent! Things will improve! We are working together and going in the right direction.”

Next steps

- All notes and partnership ideas generated from the Provincial Health tour will be shared with Alberta Health and Alberta Health Services leadership.
- A report and recommendations will be produced by Alberta Health.

Thank you

We are grateful to all who took the time to meet with Alberta Health and Alberta Health Services leadership to discuss the future of healthcare in Alberta. Your experience and personal insights will inform future planning and changes that will improve healthcare for all Albertans.

Contact us: community.engagement@ahs.ca



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

Debora L. Dueck

Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

August 30, 2022

To all local Alberta government and community leaders:

Over the past weeks, there has been extensive news coverage regarding the independent inquiry created to examine the April 2020 mass casualty in Nova Scotia. Many different testimonies have been heard to date, and the commission will continue its work in to the coming month. While much debate takes place on public platforms and in the media across the county, it is important to me to assure you the first priority of the Alberta RCMP is, and will always be, without exception, public safety. The communities and citizens you represent can be confident and trust in the police services provided by the Alberta RCMP.

Each Alberta police officer has mandatory advanced training to respond to significant events in the first instance. Additionally, each frontline Alberta RCMP officer is provided supplementary training on managing dynamic critical incidents. Detachments have local protocols in place that are reviewed and updated regularly, ensuring specific community needs are addressed within the management of critical incidents.

In Alberta, we are well positioned to escalate our response should circumstances require it. Our critical incident response includes highly skilled, specialized teams trained in both rural and urban settings, prepared to rapidly deploy anywhere in the province. This response includes our Division Emergency Operations Center, Emergency Response Teams, Special Tactical Operations Team, Air Services and Police Dog Services, to name a few. We have implemented the latest technology available to enable situational awareness when managing public safety events and have invested in equipment such as Unmanned Aerial Vehicles and surveillance platforms to enhance our response.

The Alberta RCMP has strong working relationships with the municipal police services in Alberta. We undertake joint investigations and have engaged in a number of joint operations. Our specialized critical incident teams often train together, and we have developed our systems to enable the ability to share our situational awareness tools with other police agencies during public safety events. Interoperability and cooperation is a priority for the Alberta RCMP and it remains an important part of policing in the province.

Any time an incident occurs in Alberta RCMP jurisdiction we undertake a review, assessing our response and actions, implementing best practices and addressing lessons learned. We also review findings from inquiries, inquests and major events in the province, country and internationally to evaluate our readiness to respond to similar situations and to consider recommendations from lessons learned in those events. This continuous evaluation has resulted in the adaptation of training and implementation of processes, technology and equipment to better position us to respond to dynamic incidents.

As an example, the Alberta RCMP has had senior police officers assigned to our dispatch center to oversee and provide guidance on public safety events. Investment through the Police Funding Model has afforded us an opportunity to expand this response by establishing an Alberta RCMP Real Time Operations Center (RTOC). The RTOC will provide active monitoring of events throughout the province, determine and coordinate the

Canada

appropriate resources needed, and enhance communications both internally and with the public. In addition to senior police officers, the RTOC will be staffed with criminal analysts, communications strategists and other resources to assist frontline police officers in identifying appropriate local or regional support.

In early 2020, the Alberta RCMP recognized the need for a police-initiated public alert system, specifically designed to address public safety events such as an active shooter. We approached the Ministry of Justice and Solicitor General, who is responsible for the Alberta Emergency Alert System, proposing the development of this system. Working with the ministry and other police services in Alberta, the Police-Initiated Public Alert system was developed and has been implemented. This system has been used by the Alberta RCMP since it became operational, allowing for immediate notification of residents in a localized area.

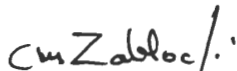
Public safety needs, along with new and emerging threats and crime trends, call for police services to evolve and adapt to address those challenges. My management team and I meet regularly with representatives from the Ministry of Justice and Solicitor General to articulate our need for resources, technology and equipment, ensuring our service is equipped to respond to public safety events. Our team routinely updates the ministry with respect to operational and administrative matters, as required and when appropriate.

It is the responsibility of my leadership team and I to ensure your community leadership, as well as your citizens, know the policing services in their jurisdiction are prepared, modern, flexible and ready to respond to any critical event they may face. I encourage you to reach out to your local detachment commanders to discuss critical response, or any other policing concerns, directly. They are your local Chiefs of Police and I know they will be happy to hear from community leaders and citizens alike.

You may also reach out to me directly at 780-412-5444 or Curtis.zablocki@rcmp-grc.gc.ca. I am always happy to hear from community leaders.

Thank you for your continued support. We are proud to serve as your provincial and municipal police service.

Yours truly,



C. M. (Curtis) Zablocki/M.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

From: [James MacDonald](#)
To: [Municipalities](#); [Library Board Chairs](#)
Cc: [NLLS Board](#)
Subject: FW: Budget Considerations
Date: September 12, 2022 8:25:38 AM

Dear Mayor and Council.

On behalf of the Northern Lights Library Board I write to inform you that the Board met in late August to discuss our 2023 budget and a budget projection out to 2026. The Board and Staff have worked diligently to find efficiencies in delivering our services within our fiscal limits, including: reducing our van run from 3 to 2 vans, leasing a small portion of our building to a 3rd party, and undertaking a thorough organizational review and restructure. As a result we have decreased costs and increased revenues while maintaining and improving on system services.

2022 was the 3rd year at the current rate for our member municipalities and local library boards. The province has not increased their grant funding since 2015 when it went from \$4.60 to \$4.70 per resident. We recently sent a letter to Minister McIver requesting an increase to that grant and invited you to do the same.

Our proposed budget for 2023 includes a modest levy increase of 1.5%. In June we sent a letter to your representative confirming that the province will be using the 2016 population figures to calculate library grants in 2023 and therefore it is the population list we must use to calculate your levies. The Board will vote on the budget November 25th. We wanted to ensure you had this information in advance of your own budget deliberations. Included in this email is a table showing the municipality's levy in 2022 and the proposed change in 2023. We hope this will help with your budget deliberations. Municipalities with Library Boards divide the levy between the municipality and the Board.

Library services are essential to the health and well-being of your community. We thank you for your continued commitment and support of these services. Should you have any questions please do not hesitate to reach out.

James MacDonald MLIS, DAS
Executive Director | Northern Lights Library System
 E jmacdonald@nlls.ab.ca | www.nlls.ab.ca
 P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Northern Lights Library Board		2022		2023		
Municipality	2016 Population	Amt	Levy Amt	Amt	Levy Amt	Diff
Andrew	379	\$5.23	\$1,982.17	\$5.31	\$2,011.90	\$29.73
Athabasca	2990	\$5.23	\$15,637.70	\$5.31	\$15,872.27	\$234.57
Athabasca County	7662	\$5.23	\$40,072.26	\$5.31	\$40,673.34	\$601.08
Beaver County (NB)	5689	\$10.46	\$59,506.94	\$10.62	\$60,399.54	\$892.60
Bon Accord	1488	\$5.23	\$7,782.24	\$5.31	\$7,898.97	\$116.73
Bondiss S.V. (NB)	106	\$10.46	\$1,108.76	\$10.62	\$1,125.39	\$16.63
Bonnyville	6921	\$5.23	\$36,196.83	\$5.31	\$36,739.78	\$542.95
Bonnyville No. 87, M.D.	13233	\$10.46	\$138,417.18	\$10.62	\$140,493.44	\$2,076.26
Boyle	948	\$5.23	\$4,958.04	\$5.31	\$5,032.41	\$74.37

AGENDA ITEM #12.4

Bruderheim	1348	\$5.23	\$7,050.04	\$5.31	\$7,155.79	\$105.75
Chauvin	345	\$5.23	\$1,804.35	\$5.31	\$1,831.42	\$27.07
Cold Lake	15736	\$5.23	\$82,299.28	\$5.31	\$83,533.77	\$1,234.49
Edgerton	401	\$5.23	\$2,097.23	\$5.31	\$2,128.69	\$31.46
Elk Point	1646	\$5.23	\$8,608.58	\$5.31	\$8,737.71	\$129.13
Frog Lake	2021	\$5.23	\$10,569.83	\$5.31	\$10,728.38	\$158.55
Fishing Lake	491	\$10.46	\$5,135.86	\$10.62	\$5,212.90	\$77.04
Gibbons	3030	\$5.23	\$15,846.90	\$5.31	\$16,084.60	\$237.70
Holden	381	\$5.23	\$1,992.63	\$5.31	\$2,022.52	\$29.89
Innisfree	220	\$5.23	\$1,150.60	\$5.31	\$1,167.86	\$17.26
Irma	457	\$5.23	\$2,390.11	\$5.31	\$2,425.96	\$35.85
Island Lake S.V. (NB)	243	\$10.46	\$2,541.78	\$10.62	\$2,579.91	\$38.13
Island Lake South S.V. (NB)	72	\$10.46	\$753.12	\$10.62	\$764.42	\$11.30
Kitscoty	976	\$5.23	\$5,104.48	\$5.31	\$5,181.05	\$76.57
Lac La Biche County	9531	\$5.23	\$49,847.13	\$5.31	\$50,594.84	\$747.71
Lamont	1753	\$5.23	\$9,168.19	\$5.31	\$9,305.71	\$137.52
Lamont County	3872	\$5.23	\$20,250.56	\$5.31	\$20,554.32	\$303.76
Mannville	803	\$5.23	\$4,199.69	\$5.31	\$4,262.69	\$63.00
Marwayne	667	\$5.23	\$3,488.41	\$5.31	\$3,540.74	\$52.33
Mewatha Beach S.V. (NB)	79	\$10.46	\$826.34	\$10.62	\$838.74	\$12.40
Minburn No. 27, County of	3383	\$10.46	\$35,386.18	\$10.62	\$35,916.97	\$530.79
Morinville	9893	\$5.23	\$51,740.39	\$5.31	\$52,516.50	\$776.11
Mundare	855	\$5.23	\$4,471.65	\$5.31	\$4,538.72	\$67.07
Myrnam (NB)	370	\$10.46	\$3,870.20	\$10.62	\$3,928.25	\$58.05
Paradise Valley	174	\$5.23	\$910.02	\$5.31	\$923.67	\$13.65
Pelican Narrows S.V. (NB)	162	\$10.46	\$1,694.52	\$10.62	\$1,719.94	\$25.42
Redwater	2116	\$5.23	\$11,066.68	\$5.31	\$11,232.68	\$166.00
Ryley	497	\$5.23	\$2,599.31	\$5.31	\$2,638.30	\$38.99
Smoky Lake	1022	\$5.23	\$5,345.06	\$5.31	\$5,425.24	\$80.18
Smoky Lake County (NB)	2459	\$10.46	\$25,721.14	\$10.62	\$26,106.96	\$385.82
St. Paul	6004	\$5.23	\$31,400.92	\$5.31	\$31,871.93	\$471.01
St. Paul No. 19, County of	6168	\$5.23	\$32,258.64	\$5.31	\$32,742.52	\$483.88
Sturgeon County (NB)	19578	\$10.46	\$204,785.88	\$10.62	\$207,857.67	\$3,071.79
Sunset Beach S.V. (NB)	44	\$10.46	\$460.24	\$10.62	\$467.14	\$6.90
Thorhild County	3417	\$5.23	\$17,870.91	\$5.31	\$18,138.97	\$268.06
Tofield	2182	\$5.23	\$11,411.86	\$5.31	\$11,583.04	\$171.18
Two Hills	1431	\$5.23	\$7,484.13	\$5.31	\$7,596.39	\$112.26
Two Hills No. 21, County of	3435	\$10.46	\$35,930.10	\$10.62	\$36,469.05	\$538.95
Vegreville	5758	\$5.23	\$30,114.34	\$5.31	\$30,566.06	\$451.72
Vermilion	4545	\$5.23	\$23,770.35	\$5.31	\$24,126.91	\$356.56
Vermilion River, County of	8317	\$10.46	\$86,995.82	\$10.62	\$88,300.76	\$1,304.94
Viking	1041	\$5.23	\$5,444.43	\$5.31	\$5,526.10	\$81.67
Vilna	290	\$5.23	\$1,516.70	\$5.31	\$1,539.45	\$22.75

AGENDA ITEM #12.4

Wainwright	6289	\$5.23	\$32,891.47	\$5.31	\$33,384.84	\$493.37
Wainwright No. 61, M.D. of	4138	\$10.46	\$43,283.48	\$10.62	\$43,932.73	\$649.25
Waskatenau	255	\$5.23	\$1,333.65	\$5.31	\$1,353.65	\$20.00
West Baptiste S.V. (NB)	52	\$10.46	\$543.92	\$10.62	\$552.08	\$8.16
Whispering Hills S.V. (NB)	108	\$10.46	\$1,129.68	\$10.62	\$1,146.63	\$16.95



Northern Lights Library System

5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca

Hon. Ric McIver
Deputy Leader, Minister of Transportation and Minister of Municipal Affairs
Government of Alberta

CC: Greg Smith, Chief of Staff for Ric McIver, Minister of Municipal Affairs,
Government of Alberta

August 31, 2022

Dear Minister McIver,

The Northern Lights Library System, the 55 municipalities and the Indigenous communities it represents, would like to thank you for your ongoing support of libraries in our province and especially in our rural communities. Your choice to maintain consistent funding for libraries in the face of economic instability is applauded and welcomed. Thank you.

We are aware you have received a number of letters from across the province regarding library funding. Some have suggested updating the population list used to calculate library grant funding. Others have rightly pointed out, that change alone would be insufficient in meeting the needs of rural municipalities that do not have rapidly growing populations but still feel the pressure of rising inflation. We recognize that funding models are complicated but support the request for further funding so libraries can continue to meet the needs of Albertans.

A simple shift to the population numbers used to calculate the grants will not meet the increasing demands on library services in rural Alberta. Most of our municipalities face a reduced or static tax base. Despite this, and for good reasons, local municipalities have made increasing investments in library services. Northern Lights Board has prepared a 4-year projected budget and is asking municipalities to commit to a modest levy increase each year to meet the demands of inflation.

The last increase from the province to library system grants was in 2015 when it moved from \$4.60 to \$4.70 (10 cents) per resident. Since that time our municipalities have raised their contributions by 29 cents per resident. We are asking the provincial government to commit with local municipalities to increase funding to at least meet inflation. Meeting inflation will ensure our libraries can continue to provide the services they do today. Greater funding would allow libraries to reach more Albertans, especially our underserved populations.

We are asking our local governments to recognize that cost increases are inevitable and to assist libraries in planning and preparing for the future. Modest, committed increases, will ultimately save Albertans money while ensuring sustainable services. We appeal to the province to meet their municipal partners in increasing funding for library services.

Respectfully,

Vicky Lefebvre
Board Chair
Northern Lights Library System

From: [James MacDonald](#)
To: [Municipalities](#)
Subject: Advocacy Letter Endorsement [Action Requested]
Date: September 2, 2022 1:18:02 PM
Attachments: [2022-08-30-funding-request.pdf](#)

Dear Mayor and Council,

Northern Lights Library Board recently sent a letter to Minister McIver requesting additional funding for library services. We've attached the letter for your perusal. We invite you to endorse our letter by sending a letter of your own. Support for our request will directly support funding for your local library.

To maximize the impact these letters we ask that you write your own letter. Please use our letter as information rather than sending a form letter.

We hope you will include the following points in your letter:

- Reference and endorse our letter
- Provincial funding has not increased since 2015
- Local municipalities continue to increase funding to their libraries
- A change in the population list used to calculate grants is insufficient
- Rising inflation is putting stress on library services and the municipalities that fund them

We understand that the provincial government will be entering the budgeting process shortly. We encourage you to write your letters soon. We appreciate your support.

Please address letters to:

Hon. Ric McIver
Deputy Leader, Minister of Transportation and Minister of Municipal Affairs
Government of Alberta

CC: Greg Smith, Chief of Staff for Ric McIver, Minister of Municipal Affairs,
Government of Alberta, greg.smith@gov.ab.ca

CC: Vicky Lefebvre, Board Chair, Northern Lights Library System, jmacdonald@nlls.ab.ca

Consider sending this to your local MLAs.

Thank you,

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System
E jmacdonald@nlls.ab.ca | www.nlls.ab.ca
P 780.545.5072

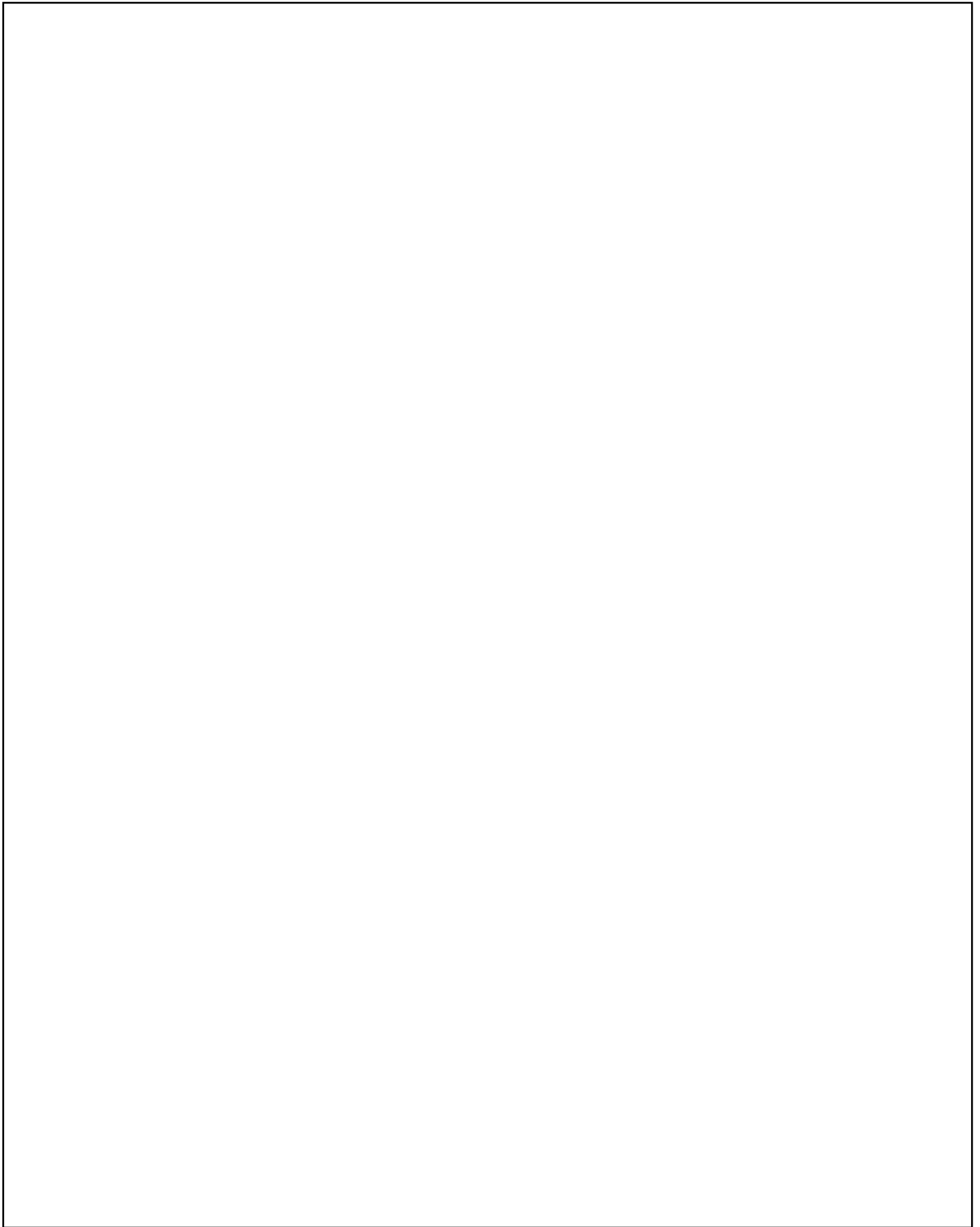
Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Alberta Provincial Police Service Deployment Model

Alberta Municipalities' Summary and Analysis

August 2022





APPS Deployment Model

ABmunis Summary and Analysis

Table of Contents

Background	4
Analysis.....	6
Appendix I – Summary of APPS Deployment Model Values.....	9
Appendix II – ABmunis Principles for an APPS.....	11

Background

On August 16, 2022, Justice and Solicitor General released a [report](#) on a potential Alberta Provincial Police Service (APPS) deployment model. This report, prepared by PricewaterhouseCoopers (PwC), is part of the larger APPS transition study. The news release accompanying the report states that “while Alberta’s government hasn’t made a decision about establishing a police service, this process can help ensure Alberta is ready to make a transition on its own terms if the federal government ends RCMP contract policing or reduces subsidies to provinces, territories, and municipalities policed by the RCMP under contract.”

The proposed deployment model is based on seven values, also referred to as design principles, which are reiterated throughout the report. A summary of these values, along with PwC’s explanation of how their deployment model supports each value, is provided in Appendix I. The deployment model prioritizes:

- Balancing the distribution of resources across the province to prioritize service delivery to rural, remote, and Indigenous Communities.
- Decentralizing specialist resources and services.
- Implementing structures and roles to deliver consistent ‘core’ policing services throughout the province.
- ‘Right sizing’ detachments to ensure adequate local coverage and establishing a ‘floor’ or minimum number of resources for all communities.
- Sharing resources to manage capacity and maintain service.

The report claims that the impacts of this model on frontline services will be:

- An increase in the number of sworn officers in rural, remote and Indigenous Communities, achieved by rebalancing resources to rural communities and reducing the number of sworn members deployed in headquarters or administrative roles.
- The implementation of a ‘minimum viable’ detachment size of 10 sworn officers, increasing the number of officers in the smallest 37% of detachments by an average of 65% (i.e., adding 275 front-line police officers to the smallest 42 detachments).
- Improved access and service coverage in rural and remote areas due to decentralization of specialist teams and resource sharing.

The deployment model describes five detachment prototypes, all of which would be fully staffed and resourced to deliver the following core services: community policing, investigations, mental health and addictions response, traffic operations, community engagement, and victim services (see following table).

APPS Deployment Model

ABmunis Summary and Analysis

Detachment prototype	Number of detachments	Number of sworn officers	Community characteristics	Types of services provided
Headquarters	1	n/a	Located in Edmonton	Not specified, but likely to include corporate services (finance, procurement, human resources, asset management, IT, communications, and legal services)
Regional (urban) hub	3	125-200	Larger rural communities acting as centres in Northern, Central, and Southern Alberta	Full range of operational and strategic services
Service hub	20-30	48-192	Medium sized rural communities in Alberta, likely acting as a “centre” in rural areas	<ul style="list-style-type: none"> • Community policing and field operations • Investigation teams • Mental health and addictions response • Specialist service teams
Community detachment	10-80	65-85	Rural and remote communities in Alberta, likely smaller in size	<ul style="list-style-type: none"> • Community policing and field operations • Investigation teams • Mental health and addictions response • Specialist service teams
Detachment in Indigenous communities	TBD	TBD	Indigenous communities that chose to contract the APPS to provide services	To be determined with input from Indigenous communities and leaders

Detailed descriptions of the types of services to be provided in each detachment, as well as the top-level organization for the APPS, are included in the report’s appendix. The report does not specify where each type of detachment would be located, but suggests several factors that should be considered when determining these locations, such as:

- Population (size and service needs)
- Location and geographic characteristics
- Physical size/infrastructure of detachments
- Number of officers and frontline resources required in the detachment to serve the community
- Relative location of other detachments:
- Access to other service providers (municipal police services, mental health and addictions, child advocacy centres)
- Demand for services and historical crime data
- Community input

Key assumptions and cautions in the report include:

- The physical space and available infrastructure that exists today can accommodate the deployment model proposed.
- Team supervisory ratios and composition are presented for illustrative purposes only and must be refined and validated for alignment with leading practice guidelines and considering capabilities and service complexity.
- Staffing levels in community detachments are based on having a minimum of two officers on shift for a single shift 7 days a week (i.e., will not have 24-hour availability).
- Staffing levels in service hubs are based on having 24-hour frontline availability as well as teams of investigative and specialist services.
- Numerous additional data points should be considered in further detailed analysis, including crime volume, community service demands, other agency demands, population projections, Crime Severity Index scores, case clearance ratios, and geographic spread of jurisdictions for each detachment as a part of detailed deployment model design.
- Input from communities should be incorporated into the deployment model including required resources, public safety priorities, and needs as an additional data point to be incorporated into a detailed deployment plan.

Analysis

The PwC report describes a high-level, conceptual deployment model that was developed in a top-down manner based on design principles, organizational priorities, and a pre-defined target operating model. The report acknowledges that the model was not developed in consultation with the communities that would be served by an APPS and would need to be validated based on community need, as well as numerous other relevant data points (crime rates, caseloads, etc.). ABmunis has previously expressed concerns with the province's failure to engage meaningfully with municipalities throughout the APPS transition study. This latest report again demonstrates how provincial models for an APPS are being developed in isolation from key stakeholders, including municipalities and the RCMP.

In 2021, ABmunis approved set of principles that would apply to any provincial police service, regardless of the service provider (Appendix II). In evaluating PwC's deployment model against these principles, there is broad alignment between the model's design principles and ABmunis' principles. In particular, the model's commitment to provide a province-wide minimum standard of core policing services significantly aligns with ABmunis' principle on police service levels. ABmunis also supports the model's recognition of the need to integrate police services with other key services within the public safety ecosystem, such as mental health and addictions services.

However, certain elements of the deployment model directly contradict the stated design principles. For example, the methodology used to develop the deployment model contradicts the principles of community-oriented and collaborative. The deployment model notes that the resourcing and sizing requirements for Detachments in Indigenous Communities will be co-developed with those communities; it is unclear why this collaborative, community-centre approach is not being offered to all Alberta communities. Additionally, the report states that the design principle of efficient and integrated will be achieved by "centralizing services and capabilities where it is operationally and fiscally advantageous to do so", which contradicts the stated priority of "decentralizing specialist resources and services out of urban centers and into rural, remote, and Indigenous communities."

In PwC's previous [transition study](#), the cost of contracting the RCMP as Alberta's provincial police service was estimated at \$783 million to support 3,097 regular members and 933 civilian members in 148 detachments.¹ The transition study proposed that an APPS could provide 3,153 officers and 1,036 civilian members in 113 detachments for a total cost of \$759 million. The latest report on the deployment model provides an updated projection of APPS strength that takes into account additional funds raised through the police funding model implemented in 2020. According to the report, these funds can be used to support 3,696 officers and 1,046 civilian members by 2025-26 for a total operating cost of \$819 million. This represents a 17% increase in the number of officers with only an 8% increase in funding. Justice and Solicitor General staff have explained that the apparent disparity in police funding compared to police service strength reflects the movement of officers out of administrative positions into frontline positions. The report does not provide any further information on costs or a potential police funding model. Additionally, since the report does not specify what kind of detachments will be located where, municipalities still do not know what service levels in addition to core policing will be available to them locally.

Many of the questions ABmunis identified in our [analysis of the first PwC transition study](#) remain unanswered by the PwC report on a deployment model. Some additional questions and concerns related to the proposed deployment model include:

- As local needs and data were not considered in developing the deployment model, PwC recommends that their model be validated against this information, as well as through community consultation. When will this process take place and how will the projected APPS costs and resource allocation be impacted?
- How does province plan to fill positions, particularly those in rural and remote communities, for an APPS that is projected to be larger than the current provincial police service, at a time when police services across the country struggle with recruitment and vacancies?
- How will community detachments and service hubs work with municipalities to set local policing priorities and be accountable to the communities they serve?
- The proposed deployment model prioritizes "balancing the distribution of resources across the province in a way that prioritizes service delivery to rural, remote, and Indigenous Communities." How will the province ensure equitable service delivery and responsibility for policing costs between communities served by the APPS and communities that contract the APPS as their municipal police service?
- How will specialist service teams be deployed across the projected 20-30 service hub detachments? Will each service hub contain all types of specialist service teams? If not, how will the placement of specialist service teams be determined? What are the costs associated with duplicating and decentralizing these teams and their equipment in a dispersed deployment model to improve access and responsiveness to calls for services that are further away from large centers?
- The deployment model assumes that the physical space and available infrastructure that exists today can accommodate the proposed model. Is this a realistic assumption given the model's stated priority to improve access and service coverage in rural and remote areas by decentralizing resources?
- The report proposes a top-level organizational structure whereby the Chief of Police reports to a Provincial Police Commission, who in turn reports to the Minister of Justice and Solicitor General. How does this structure support increased civilian oversight of police, transparent decision-making, and accountability to the people and communities served?

¹ This cost estimate includes the normalization of RCMP salaries; includes the cost of Alberta sheriffs; and reflects both Provincial Police Service Agreement and Municipal Police Service Agreement detachments and staff.





APPS Deployment Model

ABmunis Summary and Analysis

- The report's appendix reviews the metrics commonly used to determine the optimal number of officers needed for a particular community and concludes that "the takeaway from these metrics seems to suggest that Alberta is experiencing higher caseloads, as well as more complex and serious. Matched with an overall lower proportion of officers per population, this suggests that the current ratios of officers may not be adequate to properly address the community safety demands placed on officers in Alberta." This statement aligns with feedback ABmunis has heard repeatedly from its municipal members, so we support the deployment model's proposal to make significantly more resources available for policing. At the same time, we endorse the idea that the broader ecosystem of public safety includes health, mental health, and social services, as well as the justice system. How will the province ensure that these sectors and the public-safety related services they deliver are appropriately resourced and accessible to all Albertans, in support and alignment with the proposed deployment model?




After the report's release, ABmunis drafted an [official statement](#) in response to media requests. For more information about the APPS proposal and related ABmunis' advocacy, please visit our [online policing hub](#).

Appendix I – Summary of APPS Deployment Model Values

Design Principles	Description	How the Model Supports the Value
 <p>Community Oriented</p>	<p>Community engagement at the heart of the service and establishing mechanisms to facilitate relationships between the provincial police and communities.</p>	<ul style="list-style-type: none"> • Larger minimum detachment size • Consistent portfolios of services and capabilities • Enhanced community policing front line officer role
 <p>Transparent</p>	<p>Transparent in actions, decisions and communications with each other and those that are served. Ensure honesty and openness in interactions and decision making.</p>	<ul style="list-style-type: none"> • Regional leads for functional areas to ensure consistency and accountability throughout the province • Local Commissions to bring in the Community wherever possible
 <p>Fair</p>	<p>Fair dealings with citizens and communities at every contact through appropriate and continuous training, oversight and support so service members are empowered to do the right thing.</p>	<ul style="list-style-type: none"> • Highly trained members of the APPS are deployed in all communities in Alberta • Consistent standards and defined ways of working are required to share resources across locations
 <p>Responsive</p>	<p>Effective response systems to ensure that the future provincial police are responding to calls for service in a timely manner while producing outcomes that satisfy citizens' needs.</p>	<ul style="list-style-type: none"> • More effectively placing front line officers where they are needed in the community, at times they are needed • Providing service coverage and surge capacity in Service Hubs for all Community Detachments • Placing specialized services where they are needed and accessible to all communities

APPS Deployment Model

ABmunis Summary and Analysis

Design Principles	Description	How the Model Supports the Value
 Efficient and Integrated	Integrated services across the province with infrastructure and resources shared to achieve economies of scale and joined-up outcomes for citizens.	<ul style="list-style-type: none"> Centralizing services and capabilities where it is operationally and fiscally advantageous to do so
 Collaborative	Establish and reinforce effective collaboration and working relationships with communities, agencies and organizations.	<ul style="list-style-type: none"> Embedding community collaboration leads into the organizational structure to drive the ecosystem approach Appoint regional leads responsible for collaboration and community partnerships
 Consistent	Consistent and dependable level of services provided throughout the province. Having adequate resources and the level of staff for standard police services.	<ul style="list-style-type: none"> Maximizing staffing efficiency by not having a one-size-fits all approach Layering services to all communities by the implementation of service hubs Optimizing staffing and shifting models by community need and capability demand

Appendix II – ABmunis Principles for an APPS

1. Police governance and oversight
 - An Alberta Provincial Police Service (APPS) must ensure that all municipalities have meaningful input into developing local policing priorities.
 - Governance and oversight bodies for an APPS must include municipal representation at local, regional, and provincial levels.
 - An APPS must provide regular reporting on policing priorities and outcomes to the municipalities it serves.
2. Police service levels
 - An APPS must establish and deliver a minimum standard of policing infrastructure, supervision, administration, and front-line services necessary to respond to calls for service and provide adequate proactive policing in all Alberta municipalities.
 - This minimum standard must exceed current RCMP performance.
 - The Government of Alberta must create, with input from municipalities, metrics to demonstrate that the minimum standard is being met or exceeded in all Alberta municipalities.
 - The Government of Alberta must publicly share reporting on APPS performance.
3. Policing costs
 - Municipalities must not bear any of the costs associated with implementing and transitioning to a provincial police service.
 - Police funding must be based on the principles of fairness, transparency, and predictability.
 - The Government of Alberta must fill the funding gap associated with the loss of federal funding for using RCMP services.
 - Municipal policing costs for an APPS must be at minimum 5% below current RCMP policing costs.
 - All municipalities must pay an equitable share of policing costs for the minimum standard of policing.
 - Municipalities must retain the ability to negotiate contracts with an APPS. Municipalities requesting contract enhancements, e.g., additional dedicated officers or staff, would be responsible for paying the additional cost of providing these.



Lac La Biche County
welcoming by nature.

Office of the Mayor

RECEIVED

SEP 21 2022

September 12, 2022

Mayor Christopher Neureuter
Marwayne
Box 113
Marwayne, AB T0B 2X0

Dear Mayor Neureuter:

Lac La Biche County is pleased to host the next Northeast Alberta Mayors, Reeves and Indigenous Leaders Caucus on Friday, October 14, 2022.

As a Mayor, Reeve or Indigenous Leader of the Northeast Alberta Region, your voice remains vital to the growth, resilience, and richness of our region, and I cordially invite you to the Northeast Alberta Mayors, Reeves, and Indigenous Leaders Caucus meeting.

Meeting details are in the enclosed agenda. Please confirm your attendance by emailing the Chief Administrative Officer's assistant at alanna.wowk@laclabichcounty.com or by calling 780-623-6809.

Respectfully,

Paul Reutov
Mayor
Lac La Biche County

Cc: Dan Small, Chief Administrative Officer, Lac La Biche County

Enclosures: Distribution List
Meeting Agenda

NE Regional Mayors, Reeves, Indigenous Leaders Caucus Meeting

October 14, 2022

10:00 a.m.

BOLD Center

8702 91 Avenue, Lac la Biche, AB T0A 2C0

Community Hall

Chairperson: Mayor Paul Reutov, Lac La Biche County

Agenda:

10:00 a.m. - Round Table Introductions

10:15 a.m. - Alberta Games

10:30 a.m. - Health Care

11:30 a.m. - Highway 28 and 881

12:00 p.m. - Lunch

1:00 p.m. - Policing

1:45 p.m. - MSI

2:15 p.m. - Election and New Premier

2:45 p.m. - Break

3:00 p.m. - General Discussion/Regional Needs

Accommodations available at :

Ramada Hotel

9305 100 St, Lac la Biche, AB T0A 2C0, (780) 623-2250

BCMIInns - Lac La Biche

14068 Stanley Dr, Lac la Biche, AB T0A 2C0, (780) 623-1888

Parkland Motels II

10710 101 Ave, Lac la Biche, AB T0A 2C0, 1 855-623-6825



Lac La Biche County
welcoming by nature.



Lac La Biche County
welcoming by nature.

NE Alberta Mayors, Reeves and Indigenous Leadership Caucus Distribution List

Beaver Lake Cree Nation	Chief Germaine Anderson
Heart Lake First Nation	Chief Curtis Monias
Whitefish Lake First Nation	Chief Stanley Houle
Cold Lake First Nation	Chief Kelsey Jacko
Kehewin Cree Nation	Chief Trevor John
Frog Lake First Nation	Chief Greg Desjarlais
Saddle Lake Cree Nation	Chief Terry Cardinal
Metis Nation of Alberta Region 1	President James Cardinal
Metis Nation of Alberta Region 2	President Duane Zaraska
Buffalo Lake Metis Settlement	Chairman Stanley Delorme
Kikino Metis Settlement	Chairman Chad Cardinal
Elizabeth Metis Settlement	Chairperson Kathy Lepine
Fishing Lake Metis Settlement	Chairman Reuben Gladue
Village of Mannville	Mayor Rex Smith
City of Lloydminster	Mayor Gerald Aalbers
Town of Mundare	Mayor Cheryl Calinoiu
City of Cold Lake	Mayor Craig Copeland
Town of Smoky Lake	Mayor Amy Cherniwchan
Town of St. Paul	Mayor Maureen Miller
Town of Two Hills	Mayor Leonard Ewanishan
Village of Myrnam	Mayor Donna Rudolf
Village of Innisfree	Mayor Jennifer Johnson
Town of Vegreville	Mayor Timothy Paul MacPhee
Village of Chipman	Mayor Morris Langevin
Town of Lamont	Mayor Kirk Perrin
Village of Boyle	Mayor Colin Derko
Town of Athabasca	Mayor Robert Balay
Village of Andrew	Mayor Barry Goertz
Village of Vilna	Mayor Leroy Kunyk
Thorhild County	Mayor Joyce Pierce
Town of Bonnyville	Mayor Elisa Brosseau
Village of Glendon	Mayor Nicholas Werstiuk
Town of Elk Point	Mayor Parrish Chi-kin Tung
Town of Vermillion	Mayor Gregory Thronson
Town of Marwayne	Mayor Christopher Neureuter
Village of Paradise Valley	Mayor Mary Arnold
Willingdon	Mayor Lilian Bezovie
Village of Kitscoty	Mayor Daryl Frank
Town of Bruderheim	Mayor Karl Hauch
Smoky Lake County	Reeve Lorne Halisky
County of St. Paul	Reeve Glen Ockerman
County of Two Hills	Reeve Don Gulayec
County of Minburn	Reeve Roger Konieczny
Athabasca County	Reeve Brian Hall
County of Vermillion River	Reeve Stacey Hryciuk
M.D. of Bonnyville	Reeve Barry Kalinski
M.D. of Opportunity No. 17	Reeve Marcel D. Auger
Lamont County	Reeve David Kenneth Diduck